



UNIVERSITY OF DELAWARE  
**HEALTH SCIENCES**

# *School of Nursing*

*Graduate Programs (MSN, DNP, PhD)  
Policy Manual & Student Handbook  
2020-2021*



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# School of Nursing Overview

*Non-Discrimination Policy, (effective August 1, 2017) can be found at: <https://sites.udel.edu/oei/non-discrimination-policy/>:*

*The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence. Full text of the University Non-Discrimination Policy can be found at: <https://cpb-us-w2.wpmucdn.com/sites.udel.edu/dist/f/4341/files/2017/08/2017-08-11-Non-DiscrimPolicyFINALUpdated120170829-1hadrs1.pdf>*

## School of Nursing – Mission, Vision, and Values

### *Mission*

Advance healthcare through education, scholarship, practice, and service by promoting excellence, creativity, inclusivity, and engagement

### *Vision*

Outstanding leadership in nursing education, scholarly inquiry, and healthcare innovation to improve regional, national, and global health and healthcare delivery.

### *Values*

**Excellence:** Guided by our commitment to **excellence**, we exhibit **integrity** and **caring** and strive for outcomes that make a positive **impact** on the health of individuals, families, and communities.

**Inclusivity:** Guided by our commitment to **social justice** and **respect**, we strive to engage in research, learner-centered education, and nursing practice that supports **diversity**.

**Engagement:** Guided by our commitment to engagement and collaboration, our work is interdisciplinary and supports local communities, and regional, national and global partners.

# Graduate Program Policies

## Graduate Program Options

### MSN

- Psych Mental Health Nurse Practitioner (PMHNP)
- Family/Individual across the lifespan Nurse Practitioner (FNP)
- Adult-Gerontology Nurse Practitioner (AGNP)
- Health Systems Leadership (HSL)

### Post-Master's Certificate

- Psych Mental Health Nurse Practitioner (PMHNP)
- Family/Individual Across the Lifespan Nurse Practitioner (FNP)
- Adult-Gerontology Nurse Practitioner (AGNP)

### DNP – Doctor of Nursing Practice

- Post-Baccalaureate
- Post-Master's

### PhD – Doctor of Philosophy

- (PhD) in Nursing Science

(As of May 2020, the School of Nursing has suspended admissions to the Master's in Health Systems Leadership program)

The School of Nursing is fully committed to students currently attending graduate programs and will ensure that they are able to complete their program.

### Full-Time and Part-Time Status

Students enrolled in at least nine (9) graduate (500 level or above) credit hours or in sustaining credit are considered full-time students. Those enrolled for fewer than nine (9) graduate credit hours are considered part-time students, although students holding assistantships are considered full-time with six (6) credits. Generally, a maximum load is 12 graduate credit hours. Additional credit hours may be taken with the approval of the student's adviser and the Graduate College. A maximum course load in either summer or winter session is seven (7) credit hours.

### Financial Support

Financial support in the form of traineeships, grants, awards, or teaching assistantships is usually limited to full-time nursing students. Requirements are subject to change.

**Course Waiver Policy (Current students)**

Credits are waived when they are part of an awarded degree but are not duplicated in the MSN, MS, DNP or a post master's certificate program. Courses do not have to be substituted for waived credits. For a course to be waived, it must have been taken within the past 5 years and have a grade of B- or better. Students can transfer up to 9 credits with approval into the graduate program.

**Transfer of Credit Procedure**

Students who wish to transfer credits earned at another institution are referred to the Graduate College's policy at <https://grad.udel.edu/policies/>.

## **Advisement and Course Registration**

### **Advisement**

Each student receives personalized advisement by a faculty member knowledgeable about graduate education at the University of Delaware. An academic advisor is assigned at the time of admission. The student may change his/her academic advisor and is responsible for notifying their respective Program of the change. One of the key responsibilities of the academic advisor is to develop a program of study for the student.

### **Plan of Study**

All students need to make sure they have an up-to-date academic plan of study on file in Project Concert. A plan may be developed at the time of the student's initial interview and should be updated at the time of admission, annually or anytime a change is made with the student's assigned academic advisor. Some courses have co- or prerequisites that must be considered in the plan sequence. It is the student's responsibility to notify his/her academic advisor of any proposed changes to his/her program of study before they are implemented. The plan of study helps the School of Nursing faculty plan when courses are offered and helps students anticipate their needs in arranging work schedules, and family needs.

### **Course Registration**

Students can register on the online using UDSIS, the University's online interactive student information system. Students are required to register during the pre-registration period for required core and clinical facilities to assure placement. If faculty permission is needed to register for a course, contact the Academic Coordinator of Graduate and Undergraduate Programs by phone (302) 831-8386, e-mail: [marianl@udel.edu](mailto:marianl@udel.edu), or in person. After permission is granted, students wanting to register for online courses complete the registration through the UD Online Office of Continuing Education. This website (see web sites of interest) has useful information about registration forms and other necessary information. Students are required to register during pre-registration for required core and clinical practicum courses to assure placement.

### **Progression in the Program – MSN, Post Master's, DNP, and PhD Students**

Successful progress toward candidacy for the Master's degree, Post-Master's Certificate, Doctorate of Nursing Practice (DNP), and Doctor of Philosophy in Nursing Science (PhD) is determined by the student's performance in the courses for which he/she is registered. Graduate students in nursing are subject to the standards for academic status set forth in the University of Delaware Graduate Catalog. To be eligible for an advanced degree, a student's cumulative grade point average must be at least 3.0.

If a student:

- 1) receives a grade below a B- in a graduate nursing course, it will not be counted toward the course requirements for a degree but is calculated in the student's cumulative grade point average. A graduate student who receives a grade less than a B- in a required nursing course must repeat the course (both didactic and clinical components, if applicable). Only two courses may be repeated, and each course may be repeated only one time. Students who have received less than a B- in > two courses demonstrate failure in academic progression, and it will be recommended to the Graduate College that the student be dismissed from the program. Students may not progress if they earned less than a B- in the prerequisite course/s.



If a student fails to obtain a B-or better after repeating course, it will be recommended to the Graduate College that the student be dismissed from the program.

- 2) receives a C- or below in a nursing course with a Direct hour's practicum, he/she will not be permitted to repeat the course, and it will be recommended to the Graduate College that the student be dismissed from the program.

Revised 5/19/2015, approved by faculty 5/19/2015.

### **Monitoring of Progress**

Each student is evaluated according to the requirements established by the course instructor or instructors. Didactic courses generally include a combination of the following evaluation measures: written examinations, class presentations, papers, and self and/or group evaluations. A practicum within a course may be evaluated by clinical observations, supervision, logs, clinical papers, clinical projects, performance testing, self-evaluation, and preceptor/faculty evaluation.

- Each student's record is reviewed each semester by the student's advisor. If academic difficulties arise, the faculty advisor will refer this to the Program Director.

### **Reporting a Concern**

Sometimes students have concerns about courses, faculty, students, school policies or other issues that cannot be addressed through the University Grievance Policy. As professionals, you will be required to follow the **appropriate chain of command** to handle patient, peer, supervisor and system issues. Use the following chain of command for handling any questions or issues within the SON.

- Course issue: 1) course faculty; 2) MSN/DNP Director or PhD Director
- Student issue: 1) faculty advisor or academic advisor; 2) MSN/DNP Director or PhD Director
- Other non-course issues: 1) faculty advisor or academic advisor; 2) MSN/DNP Director or PhD Director

It is recommended that students put their concerns in writing via e-mail and/or request an appointment to meet with the appropriate person/s. Students should describe their concern in detail and what they have done to resolve the concern.

*Revised by SAC, approved by SON Faculty May 2013  
Reviewed by SAC March 2016, May 2018  
Approved by SON Faculty June 2017  
Revised by SAC May 2017, June 2019*

## Student Appeal Procedure

The Student Affairs Committee (SAC) is responsible for reviewing appeals from students who have experienced academic difficulty because of documented extenuating circumstances including serious illnesses, chronic disability, serious family problems and similar situations. Following a review of documentation, provided by the student, SAC is responsible for making recommendations regarding student appeals to the Director of the DNP or PhD Program for the following curricular policies:

- Continuing in the Graduate nursing program with an overall GPA < 3.0
- Dismissal from the program following two grades below a B-

Students requesting an appeal must do the following:

- a. Complete an appeal form. Instructions and form are available on-line on the School of Nursing advisement page. See <https://sites.udel.edu/nursing/student-affairs-committee/>
- b. Submit the completed appeal form to the School of Nursing Academic Advisor. SAC insists on thorough documentation of the student's extenuating circumstances. Such documentation may be a letter from a U.S. based professional (e.g. physician, counselor, etc.) who is in the position to verify the situation. SAC disregards "character references". If your request is based on a disability, you must submit documentation of the disability from the Office of Disabilities Support Services. You should be aware that SAC routinely checks the authenticity of documentation. If SAC finds evidence that you have submitted falsified or forged documents, judicial charges will be brought against you in accordance with the University's Code of Conduct and, if you are found guilty, you will face penalties up to and including expulsion.
- c. Included with your appeal, provide supportive evidence of extenuating circumstances.

**Note: SAC does not entertain grade grievances addressed under the University grade grievance policy.** To submit a grade grievance, see below.

*Revised by SAC November 2012, June 2019  
Reviewed by SAC, March 2016, June 2017, May 2018*

## Student Grade Grievance Procedure

The University of Delaware Grievance Procedures can be found at <http://www1.udel.edu/stuguide/19-20/grievance.html> (Any newer revision of this policy supersedes the policy as listed below.).

*Revised by SAC November 2013, June 2019  
Reviewed by SAC, March 2016, June 2017, May 2018*

## **Change of Program Concentration**

Students in good standing may request a change in concentration/option by discussing their interest to change with (a) their academic advisor; (b) the faculty coordinating their current concentration/option; (c) the faculty coordinating the concentration/option they wish to enter; and (d) completing the appropriate form available online. The decision to grant a request for a change in program concentration is made based on a space available basis by the faculty coordinating the program. Once permission is granted, the appropriate form must be signed and put into the student's record, and into Project Concert.

## **Maintaining Student Status**

### **Continuous Registration**

Failure to comply with the requirement of maintaining continuous registration in courses, in sustaining status, or with approved leave of absence will be taken as evidence that the student has terminated his/her graduate program, and the admitted status to the graduate program will be terminated. The date of termination will be recorded on the student's transcript.

### **Leave of Absence**

Students who do not register for courses at the University in Fall or Spring semester must request a leave of absence for that semester. Matriculated students who seek a leave of absence from the program must write a letter to their advisor requesting a leave of absence. The school will forward the request to the Graduate College.

The length of time needed for the leave should be indicated, but can be of a maximum of one academic year (except for parental accommodation), per Graduate College policy (<https://grad.udel.edu/policies/>). Upon approval by the Graduate College, the student's academic transcript will note the approved leave in the appropriate semesters. The period of absence will not affect the limitation of time for completion of the degree requirements as stated in the student's official letter of admission.

### **Resignation from the University**

A graduate student wishing to resign from the University (i.e., terminate his/her association with the University and a specific degree program) may do so by submitting a letter to the Graduate College and the Program Director, indicating the reasons for the resignation (<https://grad.udel.edu/policies/>). The Graduate College will cancel the student's matriculation and indicate the effective date of the resignation on the student's transcript.

## **Student Resources & Information**

### **Student I.D. Cards**

All students must carry a valid UD#1 CARD (identification card). New and replacement cards can be obtained at the Student Services Building on 30 Lovett Avenue, weekdays from 8:30-5:00, phone (302) 831-2759. Lost/stolen cards should be reported immediately, 24 hours a day, by dialing (302) UD#1 CARD (831-2273). For more information, visit <https://sites.udel.edu/freas-aux/onecard/>

### **Parking Permits**

Commuting graduate students may purchase a parking permit for daily, academic or annual use. To access an online application and the policy for a parking permit, go to <https://sites.udel.edu/parking/>

Students may also park and pay an hourly rate in one of the University parking garages or meters.

### **Grade Reporting**

At the end of each term, grade reports are available through UDSIS personal access on the website at: [www.udel.edu/udsis](http://www.udel.edu/udsis).

### **Computing Technical Support**

The UD provides technical support to students and has extended hours for a period before and after semesters call (302-831-6000) or <http://www.udel.edu/help/>

### **Accessing the Library**

University of Delaware users who access the Internet by first connecting to an Internet Service Provider (ISP) other than the University can gain access to materials which are restricted, by license, to University students and staff. If you use an ISP to reach the University's network, you will need to provide your UD user ID and password to access restricted UD Library databases, the UDeploy software site, and some other resources on our campus network. Website: <http://www.lib.udel.edu/>

### **Course Delivery Formats**

Most courses in the Master's, Doctor of Nursing Practice, and Doctor of Philosophy in Nursing Science programs are offered in a hybrid (web + classroom) delivery format. All courses have online course materials (instructor information, syllabus, handouts, assignments) that must be accessed through Canvas. <http://www1.udel.edu/canvas/>

### **Ordering Books and Supplies**

Textbooks and popular reference books are available at the University Bookstore. Visit the University bookstore's website to purchase textbooks online or check store hours at <https://udel.bncollege.com/shop/udel/home>

### **Graduate College**

The Graduate College (<https://grad.udel.edu/>) is the central location for graduate admissions and enrollment information, all graduate policies and forms, and information on graduation requirements.

## **UDSIS**

The Student Information System (UDSIS) [www.udel.edu/udsis](http://www.udel.edu/udsis) With your student identification number and PIN, you can use UD SIS to access grades, bills, unofficial transcripts, and to change addresses.

## **Student Health Services**

Student Health Services (SHS) is in Laurel Hall, a free-standing ambulatory care center on the main campus south green area at the intersection of South College Avenue and East Park Place. This well-equipped facility provides medical and mental health treatment and office consultation space for a variety of outpatient services, as well as an inpatient unit.

<https://sites.udel.edu/studenthealth/>.

## **Writing Center**

The Writing Center is available to assist students with the technical aspects of preparing and writing formal expository and scientific papers. Staff members at the center are most willing to assist students who have writing problems to improve their scholarly communications. The Writing Center is in the basement of the Morris Library. The phone number is 831-1168 or

<https://www.writingcenter.udel.edu/>. You can schedule an appointment for an in-person or on-line tutorial, by completing the on-line form at <https://www.writingcenter.udel.edu/>.

## **Communication through E-mail**

All students are assigned a UD e-mail address. Faculty and staff will communicate using the UD e-mail address only (not personal e-mail address). The University has set up a method to easily arrange to forward your university e-mail to your personal e-mail (AOL, Hotmail, Comcast, etc.).

## **Communication with Faculty**

Faculty members have voice mail and e-mail. Faculty contact information can be accessed from the University of Delaware home page under the directories search link and from the School of Nursing home page. Students may leave telephone or email messages for a faculty member. Calls or messages will be returned as soon as possible, but students should not expect responses on weekends and evenings unless arrangements have been made with faculty member.

## **Communication with Students**

Students must make sure that their current correct name, home address, e-mail address, and home and work telephone number(s) are on file in the graduate office of the School of Nursing, in UD SIS and in Project Concert so that they can be reached as needed.

## **Academic Honesty**

Academic honesty and integrity lie at the heart of the educational enterprise. Students are expected to do their own work and neither to give nor to receive assistance during quizzes, examinations, or other class exercises. One form of academic dishonesty is plagiarism. Faculty may utilize programs such as Turnitin<sup>®</sup> to evaluate the originality of papers. Students are urged to consult individual faculty members for explanation of procedures for taking tests, writing papers, and completing other course requirements so that students may fully understand their instructor's expectations. Because faculty and students take academic honesty seriously, penalties for violations may be severe, depending upon the offense as viewed by the Graduate College. All suspected cases of plagiarism will be forwarded to Dr. Mary Martin, Associate Dean of the Graduate College, who will make a decision and determine the sanction. The minimum sanction for cases of proven academic

dishonesty is an automatic failure for the course and/or expulsion from graduate studies at the University.

### **Graduation Information**

The University of Delaware holds one Commencement ceremony (May) but confers degrees four times a year (end of fall and spring semesters, and winter and summer sessions). The School of Nursing holds a Convocation ceremony prior to the University Commencement ceremony.

### **Application for Graduation**

To initiate the process for degree conferral, candidates must submit an “Application for Advanced Degree” obtained from the Graduate College:

[http://www1.udel.edu/gradoffice/forms-new/Advanced\\_Degree.pdf](http://www1.udel.edu/gradoffice/forms-new/Advanced_Degree.pdf) . Application deadlines are found in the University Academic Year Calendar. The application must be signed by the candidate’s academic advisor, the graduate program director, and Sr. Associate Dean for Nursing. There is an application fee for degree. Students should complete the form and turn the form into the Academic Coordinator of Graduate and Undergraduate Programs who will get signatures and send to the Graduate College. Students can apply to complete their degree requirements for May, August, December, and February. If a student applies for graduation but does not complete the program requirements, the application will automatically convert to the next completion date.

### **Application for Graduation with a Post Master’s Certificate**

Post Master’s students fill out an Application for Completion of Post Master’s Certificate form that can be obtained from the graduate program Administrative Assistant in the School of Nursing. There is no application fee.

## **Mandatory Requirements Prior to Participation in Simulation and Clinical Activities**

Prior to or during the first semester of the program, Masters, Post-Masters and DNP graduate students must complete the School of Nursing mandatory requirements as listed below.

The School of Nursing has partnered with Castle Branch to provide the management of the student documentation needed for our Clinical Mandatory Requirement policy. Students will need to order the Castle Branch Compliance Tracker, Criminal Background Check, Drug Screening and HIPAA Training via Castle Branch. Clinical requirement information, instructions and ordering codes can be found at the UD SON Office of Clinical Coordination Student Intranet found at below link:

<https://sites.udel.edu/nursing/graduate-clinical/>

PASSWORD	bluehen
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**Graduate students are expected to maintain compliance throughout the duration of enrollment in the program. Student Compliance status will be monitored by the School of Nursing Clinical Coordination office.**

### **A. Hepatitis B Vaccination**

The Hepatitis B vaccination series is strongly recommended for nursing students because of the potential for exposure to the virus in clinical settings. The vaccination consists of three injections over a six-month period. The first two are administered one month apart; the third injection is administered five months later. All three injections are required to establish immunity.

The vaccination series may be obtained privately or through Student Health Services. If the latter is used, the student will pay for each injection at the time of service. For part-time students who have not paid the Student Health Service Fee, there will be an additional charge for each of the three injections. Students should call Student Health for an appointment.

Students who choose NOT to receive the vaccination series must sign a waiver which will be uploaded to Castle Branch for this requirement.

### **B. Rubella**

Documentation of receiving 2 doses of the Rubella vaccine is required, usually the MMR vaccine, OR laboratory evidence of immunity.

### **C. Mumps**

Documentation of receiving 2 doses of the Mumps vaccine is required, usually the MMR vaccine, OR laboratory evidence of immunity.

### **D. Measles (Rubeola)**

Documentation of receiving 2 doses of the Measles vaccine is required, usually the MMR vaccine, OR laboratory evidence of immunity.

**E. Chicken Pox (Varicella)**

Verification of immunity to chicken pox by documentation of one of the following:

- Documentation of 2 varicella vaccines
- Verification of history of chickenpox or shingles
- Laboratory evidence of immunity

**F. Tetanus**

Documentation of receiving a tetanus booster in the past 10 years is required. The tetanus booster can be the tetanus and diphtheria (Td) booster or the tetanus, diphtheria and pertussis (Tdap) booster.

**G. Pertussis**

Documentation of receiving a tetanus, diphtheria and pertussis (Tdap) booster at least once.

**H. Annual Flu Shot**

Documentation of an annual flu shot is required by the School of Nursing, as it is usually a requirement for clinical placements. If a student chooses not to get a flu shot, the SON can not guarantee clinical placement as many agencies mandate this. However, if an agency agrees to accept the student without an annual flu shot, then the student may be required to wear a mask the entire duration of the practicum, depending on agency protocols.

**I. Tuberculosis Testing (TB)**

Annual TB testing is no longer required by MOST clinical agencies. You will be notified if the agency where you are placed requires testing.

**J. Professional Level CPR Certification Requirement**

An active CPR (Healthcare Provider or BLS level) certification is a requirement of clinical agencies. There are no exceptions. It is the responsibility of students to keep a copy of a valid CPR card current in their Castle Branch account at all times. Expired cards will result in dismissal from the clinical agencies.

Completion of the American Heart Association (<https://www.heart.org/en/cpr>) **Healthcare Provider CPR course or Basic Life Support (BLS) course is the required level for nursing students.**

**K. University of Delaware Safety Orientation/Right to Know and Bloodborne Pathogens**

Training Completion of the University's Bloodborne Pathogens training and the University's Safety Orientation/Right to Know training via the Bioraft system (<https://delaware.bioraft.com/>) is required annually.

**L. Annual HIPAA training**

Completion of the School of Nursing HIPAA training annually.

**M. Background Checks and Drug Screening**

Criminal background checks and a 10- panel urine drug screening are required. These requirements will suffice for the entire nursing program unless clinical agencies alter their student requirements.



**N. School of Nursing HIPAA Waiver**

This waiver ensures that students are aware of the consequences of not following HIPAA standards and guidelines while there are in the University of Delaware School of Nursing program. Any violation of HIPAA while enrolled in a UD School of Nursing program, regardless of whether the violation occurs at UD or at an outside location (e.g., while on clinical experience or through employment not affiliated with the UD School of Nursing), may result in discipline, including failure of a course and/or dismissal from the UD School of Nursing.

**O. Blood Borne Pathogen Post-Exposure Evaluation and Medical Management Student Waiver**

This waiver ensures that students who as part of their academic program, are at risk for exposure to human blood, or other potentially infectious materials, understand and acknowledge that the inherent risk of injury and illness is assumed by the student when they decide to enroll in said academic program.

**P. RN Licensure**

Graduate students are expected to have and maintain a current active RN license, in DE (or another compact state) and/or the state(s) where they will be in for direct hour clinical placements.

*Revised by Clinical Coordinator Fall 2019, Fall 2020.*

## Safety

### Blood-Borne Pathogen Exposure & Mandatory Reporting

1. Blood Borne Pathogen Exposures - Steps for Treatment
  - a. Administer first aid, immediately after exposure. Allow a penetrating injury to bleed. Wash the injury site thoroughly with soap and water or rinse the exposed mucous membrane thoroughly with water. If anyone assists with first aid, they should wear gloves and eye protection.
  - b. After first aid has been administered, the individual must report to incident to their supervisor.
  - c. The supervisor will complete the Exposure Report Form, First Report of Injury Form and Injury/Illness Loss Investigation Report.
  - d. If injury occurs Monday-Friday between 8am-4pm the supervisor will call the University of Delaware Nurse Managed Primary Care Center (“UD NMPCC”) at 302-831-3195 to alert the office that they are referring an individual for treatment for BBP exposure.
  - e. If injury occurs Monday-Friday between 4pm-8pm or Saturday-Sunday between 8am-8pm, the supervisor will call the closest Medical Aid Unit to alert the Medical Aid Unit that they are referring an individual for treatment for BBP exposure. Local Medical Aid Units include:
    - i. Christiana Care Medical Aid Unit at STAR campus STAR Campus  
550 South College Avenue, Suite 115  
Newark, DE 19713  
302-533-7148
    - ii. Christiana Care Medical Aid Unit at Glasgow 2600 Glasgow Ave., Newark, DE 19702  
302-836-8350
    - iii. Christiana Care Medical Aid Unit at Christiana HealthCare Center at Christiana  
200 Hygeia Drive, Newark, DE 19713  
302-623-0444
    - iv. Christiana Care Medical Aid Unit at Middletown Middletown Care Center  
124 Sleepy Hollow Drive, Middletown, DE 19709 302-449-3100
  - f. If injury occurs during any hours not covered above, the supervisor will contact the closest Christiana Care Emergency Room to alert them that they are referring an individual for treatment for BBP exposure.
    - i. Christiana ER (Triage Desk) 302-733-1620
    - ii. Wilmington ER (Triage Desk) 302-428-4180
  - g. If injury occurs at a facility out of state or at a significant distance from the above sites, the supervisor will identify the closest urgent care facility or emergency room and contact the identified facility and refer as indicated for BBP exposure.
  - h. The supervisor will provide the injured individual with a copy of the Exposure Referral Guideline.

- i. The supervisor will contact the University of Delaware (UD) Nurse Managed Primary Care Center (NMPCC) at 302-831-3195 to notify them that an individual has been referred for treatment for BBP exposure and will require follow-up in the NMPCC.
2. Blood Borne Pathogen Exposures - Source Evaluation
  - a. The supervisor is responsible for requesting that the source patient's blood be tested for:
    - i. RAPID HIV testing; no consent is needed.
    - ii. Hepatitis B and Hepatitis C testing.
  - b. The supervisor will complete the Source Patient Information Form.
3. Blood Borne Pathogen Exposures - Immediate Post-Exposure Documentation
  - a. The supervisor is responsible for submitting all the required completed forms:
    - i. Exposure Report Form
    - ii. First Report of Injury Form
    - iii. Injury/Illness/Loss Investigation Report
    - iv. Source Patient Information Form
    - v. For Faculty/Staff only: First Report of Injury Form
  - b. All forms are to be submitted via FAX or hand-delivery within 24 hours of the BBP exposure to the following:
    - i. UD Department of Environmental Health & Safety: 302-831-1528
    - ii. UD department director's office: 302-831-2382
    - iii. UD NMPCC: fax 302-831-3193 (all forms)
4. Blood Borne Pathogen Exposure - Follow-up Care
  - a. The UD NMPCC upon notification and receipt of the above documentation will contact the injured individual to schedule a follow-up office visit for counseling and health care treatment as indicated.

### **Student Injury (other than BBP exposure)**

1. Injuries – Steps for Student Treatment
  - a. Administer first aid and/or treatment as indicated.
  - b. After first aid has been administered, the student must notify their supervisor.
  - c. The supervisor will contact Student Health Services at 302-831-2226 to alert them of the student's injuries and in consultation with the Student Health representative, determine if student should be treated at the Student Health Services or be referred to the nearest urgent care facility or emergency room.
  - d. If injury occurs at a facility out of state or at a significant distance from the above sites, the supervisor will identify the closest urgent care facility or emergency room and contact the identified facility and refer as indicated for treatment of the injury.
  - e. The supervisor will complete a First Report of Injury Form and an Injury/Illness Loss Investigation Report.
  - f. The supervisor is responsible for submitting all the required completed forms:
    - i. First Report of Injury Form
    - ii. Injury/Illness/Loss Investigation Report
  - g. All forms are to be submitted via FAX or hand-delivery within 24 hours of the personal injury to the following:
    - i. UD Department of Environmental Health & Safety: 302-831-1528
    - ii. UD department director's office: 302-831-7056

## **Student Injury (other than BBP exposure)**

### **2. Injuries – Steps for Student Treatment**

- a. Administer first aid and/or treatment as indicated.
- b. After first aid has been administered, the student must notify their supervisor.
- c. The supervisor will contact Student Health Services at 302-831-2226 to alert them of the student's injuries and in consultation with the Student Health representative, determine if student should be treated at the Student Health Services or be referred to the nearest urgent care facility or emergency room.
- d. If injury occurs at a facility out of state or at a significant distance from the above sites, the supervisor will identify the closest urgent care facility or emergency room and contact the identified facility and refer as indicated for treatment of the injury.
- e. The supervisor will complete a First Report of Injury Form and an Injury/Illness Loss Investigation Report.
- f. The supervisor is responsible for submitting all the required completed forms:
  - i. First Report of Injury Form
  - ii. Injury/Illness/Loss Investigation Report
- g. All forms are to be submitted via FAX or hand-delivery within 24 hours of the personal injury to the following:
  - i. UD Department of Environmental Health & Safety: 302-831-1528
  - ii. UD department director's office: 302-831-7056
  - iii. UD Student Health Services: 302-831-6407 (only for students)

## Master of Science in Nursing Program

The **Master of Science in Nursing Program** was developed and revised using the Master's Essentials of Education (AACN, 2011), and the National Organization of Nurse Practitioner Faculties (*NONPF*) *NP Core Competencies Curriculum Content* (NONPF, 2014).

### Master of Science in Nursing Program Outcomes

Students who complete the Master of Science in nursing program will have developed the ability to practice as nurse practitioners, or nurse administrators in a variety of healthcare settings. They will demonstrate the following behaviors.

1. Evaluate theories and concepts drawn from nursing, the arts and humanities, and the biological, social, and physical sciences as the basis for practice as nurse practitioners.
2. Analyze the influence of value systems and ethnicity on healthcare practices, healthcare systems, and the roles of nurse practitioners.
3. Demonstrate competence as a nurse practitioner, or nurse administrator.
4. Collaborate in interdisciplinary efforts to provide health care and improve healthcare delivery systems to local, state, and/or national levels.
5. Assume leadership in interpreting and promoting professional nursing to other members of the profession, other disciplines, consumers, and legislators.
6. Provide leadership in defining, developing, and implementing current and emerging nursing roles.
7. Develop proposals for studies or projects that can contribute to the expansion of nursing knowledge and practice.
8. Demonstrate ethical decision making and professional accountability as a clinical nurse specialist, nurse practitioner, or nurse administrator.
9. Advocate for health legislation at local, regional, and/or national levels.

## **Admission to the MSN Program**

Admission decisions will be made by MSN faculty and Director. Students will be admitted to the program based on their ability to meet the following minimum recommended entrance requirements and enrollment availability:

- Baccalaureate degree in nursing from an NLNAC or CCNE accredited School of Nursing
- Undergraduate GPA of 3.0 or higher
- Minimum of 1 year of relevant professional experience
- Copy of active Registered Nurse (RN) license(s) in the state of Delaware or a compact state, and (or, if applicable) the state where clinical hours will be arranged
- If appropriate: Official results from the TOEFL or IELTS exam taken within the last 2 years (for non- native English-speaking applicants only). The minimum TOEFL score is 100; the minimum IELTS is 6.5.
- A written statement that clearly identifies the applicant's career goals and how admission to the program will facilitate his or her professional objectives.
- Three letters of recommendation: two from an academic who have taught the student in a nursing course, and two from employers and/or other professional sources who has worked as a supervisor of the student in a nursing role. Academic references must be from someone who is doctorally prepared and who can attest to the student's capacity to complete a doctoral program.
- A successful interview with the Director of the MSN and DNP Program and/or members of the MSN or Graduate faculty.
- A curriculum vitae or resume.

## **Application Deadlines**

Applications will only be accepted once a year during the Spring semester. See the School of Nursing website for additional information.

## MSN Post-Masters Certificate

The Post-masters' PMHNP was developed using the National Organization of Nurse Practitioner Faculties (*NONPF*) *NP Core Competencies Curriculum Content* (NONPF, 2014), which includes the competencies for the Psychiatric-Mental Health Nurse Practitioner, and the *Clinical Prevention and Population Health Curriculum Framework* (Association for Prevention Teaching and Research [APTR] 2015). The Post-Master's Certificate in Family/Individuals Across the Lifespan Nurse Practitioner (FNP) and the Adult-Gerontology Nurse Practitioner (AGNPP) were developed using National Organization of Nurse Practitioner Faculties (*NONPF*) *NP Core Competencies Curriculum Content* (NONPF, 2014), as well.

Students complete the necessary coursework and clinical hours to sit for national certification. Students prepare for their respective certification exam with more than 500 clinical precepted hours. Students admitted as a Post-Masters Certificate student already have an MSN. Individual plans of study are determined by the student's advisor, after a gap analysis has been completed. Student transcripts and previous syllabi may be evaluated to meet required course work for national certification. At the completion of the program, a Post-Masters certificate is awarded.

### EXAMPLE:

Post Master's Certificate PMHNP Required Courses	Credits	Clinical Hours
NURS 668: Advanced Clinical Neuroscience	3	
NURS 669: Advanced Psychopharmacology	3	
NURS 671: Psychiatric/Mental Health NP I	3	
NURS 672: Psychiatric/Mental Health NP Practicum I	3	168
NURS 673: Psychiatric/Mental Health NP II	3	
NURS 674: Psychiatric/Mental Health NP Practicum	3	168
NURS 675: Psychiatric/Mental Health NP	3	
NURS 676: Psychiatric/Mental Health NP Practicum	3	168
** NURS 921 Clinical Role Immersion	3	56-168
<b>TOTAL CREDITS FOR PROGRAM</b>	<b>24</b>	<b>504</b>

## MSN Health Systems Leadership (Currently not accepting applications)

The Master’s in Nursing (MSN) Leadership program is designed for baccalaureate prepared registered nurses (BSN-RN) who desire an advanced nursing degree that prepares the graduate to lead in a variety of healthcare systems. The program is offered in conjunction with the [Lerner School of Business](#), allowing students to take interdisciplinary courses offered by both Nursing and Business to meet the end of program student learning outcomes.’

The purpose of this program is to prepare nurses to lead health system changes across a continuum of tertiary, primary, and community-based settings. Graduates will develop personal and organization leadership skills and competencies to enable them to transform healthcare environments to achieve optimal health outcomes in an agile and fiscally responsible manner.

Students will have the opportunity to apply theoretical concepts to real world issues in healthcare environments and develop an evidence-based process improvement plan through two 224-hour practicum courses at the completion of their program. Required courses are listed in the table below.

HSL Required Course	Credits	Clinical Hours
NURS 813 Leadership and Innovation in Population Health (online)	3	
NURS 844 Population Healthcare Informatics (online)	3	
NURS 843 Policy and Finance for Healthcare Delivery (online)	3	
NURS 628 Evidence-based Practice and Theory (Hybrid)	3	
NURS 881 Population Health I (Hybrid)	3	
NURS 870 Writing for Dissemination (Hybrid)	2	
NURS 818 Advanced Nursing Science (Hybrid)	1	
ACCT 800 Financial Reporting and Analysis (online or on-campus)	3	
BUAD 820 Fundamentals of Analytics (online or on-campus)	3	
BUAD 870 Managing People, Teams, and Organization (online or on-campus)	3	
NURS 680 Health Systems Nursing Leadership I Practicum (224 hours) (Hybrid)**	6	224
NURS 681 Health Systems Nursing Leadership II Practicum (224 hours) (Hybrid)**	6	224
<b>TOTAL CREDITS FOR PROGRAM</b>	<b>39</b>	



## Doctor of Nursing Practice (DNP) Degree

### Statement of Purpose and Expectation of Graduate Study

The Doctor of Nursing Practice (DNP) program prepares graduates to perform at the highest level of advanced nursing practice. With a focus on population health and leadership, students will gain competencies that will allow them to become leaders in practice innovation and policy development that will improve the health of diverse populations. The foundation for practice expertise with a population health focus will enable the graduate to plan and lead evidenced-based interventions, quality improvement strategies and health policy changes that address patient safety, promote patient-centered care, and reduce health disparities among diverse groups. The focus on practice that integrates both primary health care and mental health competencies enables graduates of this program to provide health care in diverse settings to communities and populations that are currently unable to easily access care.

The DNP degree is designed for nurses seeking a terminal degree in nursing practice and offers an alternative to the research-focused doctoral program. This degree prepares students to translate research into the practice setting. It does not prepare the student to conduct original research. Students will develop a practice question and critically appraise available research to develop and implement a practice initiative that represents best practices for improvement of the delivery of healthcare services. Coursework is designed to provide the student the skills to understand the complexities of the health care delivery system to influence change and develop policy that improves patient outcomes in a variety of settings.

### History and Philosophy

The University of Delaware School of Nursing (SON) launched the Doctor of Nursing Practice (DNP) program in 2016 in response to the demands associated with increasing complexity in the health care system, expansion of scientific knowledge, and growing concerns regarding the quality of patient care delivery and outcomes. The UD program supports the CCNE vision for transformational change in education for professional nurses who practice at the most advanced level. The American Association for Colleges of Nursing (AACN) position statement on the DNP degree recommends that nurses practicing at the highest level should receive doctoral-level preparation. More recently, the Institute of Medicine (IOM) statement on the Future of Nursing recommends that nurses achieve higher levels of education and training to meet the increasing demands of contemporary health care.

The Essentials of Doctoral Education for Advanced Nursing Practice

(<http://www.aacn.nche.edu/dnp/pdf/essentials.pdf>), developed by the AACN, provide guidelines for DNP programs and to serve as a basis for accreditation of programs. The DNP Program at the University of Delaware School of Nursing was designed to meet these Essentials.

### Degree Offered

Students who successfully complete this program will be awarded the degree of Doctor of Nursing Practice (DNP) from the school of Nursing in the College of Health Sciences.

**Degree Purpose:**

The purpose of the Doctor in Nursing Practice Degree is to prepare DNP students to:

1. Perform at the highest level of nursing practice.
2. Assume leadership roles in complex healthcare delivery systems.
3. Critically appraise existing literature and other evidence in a specialty area to determine and implement best practices.
4. Improve patient outcomes by expanding DNP student knowledge of evidence-based practice.

The DNP is a practice degree that prepares nurses at the highest level of clinical competence. The focus of the DNP program is on development of clinical science, system competencies, and evidence-based practice. Students who want to pursue the highest level of clinical expertise in a nursing specialty area should seek this degree.

**DNP Program Outcomes**

1. Integrate nursing science and practice to plan and develop new practice approaches that lead to improvement of health outcomes for diverse populations
2. Apply leadership skills to influence inter-professional teams that foster creative innovation in complex healthcare systems.
3. Analyze evidence for translation of research into best practices to improve quality of care.
4. Integrate population health measures to monitor health outcomes of individuals, groups, systems, and populations.
5. Evaluate and utilize healthcare informatics practices and technologies used to promote health improvement and wellness of individuals and populations
6. Translate principles of population health into clinical care through community engagement and public health initiatives.
7. Contribute to health policy change on the local, national and global levels to improve efficiency and effectiveness of an integrated health care model.
8. Demonstrate competencies in various advanced nursing practice roles with diverse populations across integrated healthcare systems.

**Admission to the DNP Program**

Students will be admitted as either post-baccalaureate or post-master's students depending on their prior educational achievement. Admission requirements differ for post-baccalaureate and post-master's applicants. Admission decisions will be made by DNP faculty. Students will be admitted to the program based on their ability to meet the following minimum recommended entrance requirements and enrollment availability.

*Post-baccalaureate Applicants:*

- Baccalaureate degree in nursing from an NLNAC or CCNE accredited School of Nursing
- Undergraduate GPA of 3.0 or higher
- Copy of active Registered Nurse (RN) license(s) in the state of Delaware or a compact state, or demonstrated eligibility for licensure

*Post-master's Applicants:*

- Master's degree in nursing from an NLNAC or CCNE accredited School of Nursing with national certification in an area of advanced nursing practice
- Graduate GPA of 3.5 or higher
- Letter from the master's program indicating the number of clinical hours completed  
Copy of active Registered Nurse (RN) license(s) in the state of Delaware or a compact state, or demonstrated eligibility for licensure

*All Applicants (as applicable):*

- Relevant professional experience
- Copy of active Registered Nurse (RN) license(s) in the state of Delaware or a compact state, and (or, if applicable) the state where clinical hours will be arranged Official results from the TOEFL or IELTS exam taken within the last 2 years (for non- native English-speaking applicants only). The minimum TOEFL score is 100; the minimum IELTS is 6.5.
- A written statement that clearly identifies the applicant's career goals and how admission to the program will facilitate his or her professional objectives.
- Three letters of recommendation: two from an academic who have taught the student in a nursing course, and two from employers and/or other professional sources who has worked as a supervisor of the student in a nursing role.  
Academic references must be from someone who is doctorally prepared and who can attest to the student's capacity to complete a doctoral program.
- A successful interview with the Director of the DNP Program and members of the DNP or Graduate faculty.
- Demonstrated competence in written communication through submission of a writing sample that is different from the entrance application.
- A curriculum vitae or resume

**Application Deadlines**

Applications will only be accepted once a year during the Spring semester. See the School of Nursing website for additional information.

**Degree Requirements for the DNP Degree**

The DNP Program is available at two entry levels – post-baccalaureate and post-masters. There is a core curriculum that all students must complete, and courses specific to population-focused advanced practice nursing concentrations that lead to eligibility to sit for national certification. The course requirements for this program include 14 DNP core courses, 5 NP core courses and 7-8 courses specific to the population foci. These include Family/Individual Across the Lifespan (FNP) Adult Gerontology nurse practitioner, (AGNP) and psychiatric/mental health nurse practitioner (PMHNP).

All students must complete the DNP and NP core courses. Clinical hours are included in course requirements for both core courses and for population-focused concentration courses. Students are admitted as cohorts into 3-year full-time and 5-year part-time plans of study and are expected to maintain progression with their cohort as outlined upon admission. However, students must complete all course work within a 5-year time frame to be eligible to earn the degree.

## Post-Baccalaureate DNP Program

The Post-baccalaureate DNP program requires the completion of 81 course credits. Students entering the Post-baccalaureate DNP Program will choose a population-focused clinical concentration and complete all courses to meet eligibility requirements to become certified as an advanced practice registered nurse (APRN). There are full time and part time options for the post-baccalaureate program. Upon program completion, students will be eligible to apply for a national certification exam in one of the population foci. Credits for the specific population-foci are as follows:

- Family Nurse Practitioner (FNP): 81 credit hours and 1120 clinical hours (direct care: 784 /indirect: 336)
- Adult-Gerontology Nurse Practitioner (AGNP): 81 credit hours and 1120 clinical hours (direct care: 784 /indirect: 336)
- Psychiatric-Mental Health Nurse Practitioner (PMHNP): 81 credit hours and 1008 clinical hours (direct care: 672 /indirect: 336)

**Tables below indicate all courses, credits and clinical hours required for the specific concentrations:**

### DNP Core Courses\*

Courses	Credits	Clinical Hours
NURS881 Population Health I	3	
NURS882 Population Health II	3	
NURS813 Leadership and Innovation	3	
NURS844 Population Healthcare Informatics	3	
NURS843 Policy and Finance for Healthcare Delivery	3	
NURS883 Evidence-based Practice I: Methods	3	
NURS886 Evidence-based Practice II: Translation	3	
NURS852 Integrated Healthcare Delivery I	3	
NURS873 DNP Project I: Problem Identification	3(1+2)**	112
NURS874 DNP Project II: Planning & Development	3(1+2)**	112
NURS900 DNP Project III: Implementation	3(1+2)**	112
NURS910 DNP Project IV: Evaluation & Dissemination	1	
NURS920 Clinical Role Immersion – Post-master’s*** OR NURS921 Clinical Role Immersion- Post-baccalaureate	1-3 (Variable or course waiver*** 3	56-168 or course waiver*** 168
NURS870 Writing for Dissemination	2	
<b>TOTAL</b>	<b>36-39</b>	<b>336-504</b>

\*Post-master’s students are required to take only DNP Core Courses

\*\*1+2 indicates 1 credit of didactic hours and 2 credits of clinical hours

\*\*\*This course may be waived for post-master’s students who have completed 664 or more clinical hours in their master’s program.

### Nurse Practitioner Core Courses\*

Courses	Credits	Clinical Hours
NURS618 The Role of the Nurse Practitioner	2	
NURS621 Advanced Pathophysiology	3	
NURS622 Advanced Pharmacology	3	
NURS677 Advanced Health Assessment & Diagnostic Reasoning	3	
NURS853 Integrated Healthcare Delivery II	3	
NURS818 Advanced Nursing Science	1	
EDUC665 Elementary Statistics	3	
<b>TOTAL</b>	<b>18</b>	

\*NP Core Courses are taken by students in all concentrations.

Course requirements for the available concentrations are listed on the following tables:

### Population-Focus: Family/Individual Across the Lifespan Nurse Practitioner\*

Courses	Credits	Clinical Hours
NURS691 Primary Care I	4	
NURS692 Primary Care NP Practicum I	3	168
NURS693 Primary Care II	4	
NURS694 Primary Care NP Practicum II	4	224
NURS679 Primary Care of Children	3	
NURS678 Primary Care of Women	2	
NURS698 Primary Care NP Practicum: Women's Health	2	112
NURS697 Primary Care NP Practicum: Pediatrics	2	112
<b>FNP Total</b>	<b>24</b>	
<b>NP Core Courses Total</b>	<b>18</b>	<b>784</b>
<b>DNP Core Courses Total</b>	<b>39</b>	
<b>GRAND TOTAL</b>	<b>81</b>	

\*Post-baccalaureate students also take DNP Core Courses

\*\*NURS921 is substituted for NURS920

**Population-Focus: Adult- Gerontology Nurse Practitioner\***

<b>Courses</b>	<b>Credits</b>	<b>Clinical Hours</b>
NURS691 Primary Care I	4	
NURS692 Primary Care NP Practicum I	3	168
NURS693 Primary Care II	4	
NURS694 Primary Care NP Practicum II	4	224
NURS695 Primary Care of Frail/Older Adults	3	
NURS 699 Primary Care NP Practicum: Frail/Older Adults	2	112
NURS678 Primary Care of Women	2	
NURS 698 Primary Care NP Practicum: Women's Health	2	112
<b>AGNP Total</b>	<b>24</b>	<b>784</b>
<b>NP Core Courses Total</b>	<b>18</b>	
<b>DNP Core Courses Total</b>	<b>39</b>	<b>168</b>
<b>GRAND TOTAL</b>	<b>81</b>	<b>1120</b>

\*Post-baccalaureate students also take DNP Core Courses

\*\*NURS921 is substituted for NURS920

**Population-Focus: Psychiatric/Mental Health Nurse Practitioner\***

<b>Courses</b>	<b>Credits</b>	<b>Clinical Hours</b>
NURS668 Advanced Clinical Neuroscience	3	
NURS669 Advanced Psychopharmacology	3	
NURS671 Psychiatric/Mental Health NP I	3	
NURS672 Psychiatric/Mental Health NP Practicum I	3	168
NURS673 Psychiatric/Mental Health NP II	3	
NURS674 Psychiatric/Mental Health NP Practicum II	3	168
NURS675 Psychiatric/Mental Health NP III	3	
NURS676 Psychiatric/Mental Health NP Practicum III	3	168
<b>Psych NP Total</b>	<b>24</b>	<b>672</b>
<b>NP Core Courses Total</b>	<b>18</b>	
<b>DNP Core Courses Total</b>	<b>39</b>	
<b>GRAND TOTAL</b>	<b>81</b>	<b>1008</b>

\*Post-baccalaureate students also take DNP Core Courses\* \*\*NURS921 is substituted for NURS920

**Post-master’s DNP Program**

The post-master’s DNP program includes completion of all DNP core courses, a total of 36 course credits. Additional credits (1-3) will be required in a clinical immersion final course, depending on the number of clinical hours completed in the previous master’s program. The purpose of these credits is to ensure that students complete a total 1,000 clinical hours as required by the AACN. Students who apply to the post-master’s DNP option must hold national certification in an area of advanced nursing practice. Their pathway through the program will vary by the credentials they present upon admission and will also depend on their career goals. There is a part time option for the post-master’s program. The plan of study for the post-master’s DNP can be completed in either 2 or 3 years.

- 1. Post-master’s with license and certification as an advanced practice registered nurse (APRN) [clinical nurse specialist, nurse anesthetist, or nurse midwife] for the individual who seeks certification as a nurse practitioner.**

**Requirements:**

Students will complete all DNP core courses and all nurse practitioner courses specific for the population focus of their choice to be eligible to apply for national certification. Applicants who have completed more than 500 hours in their master’s program and desire credit for these hours must submit a letter from their master’s program documenting the number of hours completed. If an Advanced Pharmacology course was completed more than 3 years before matriculation, it must be repeated prior to beginning population-specific clinical courses.

Prescribing clinicians do not need to repeat this course.

**2. Post-master’s with national certification in a non-APRN area of nursing practice (e.g. nurse educator, nurse administrator).**

**Requirements:**

Students will complete all DNP core courses. Applicants must complete 1000 clinical hours to complete the DNP degree.

**3. Post-master’s with previous nurse practitioner certification and licensure seeking certification in an additional nurse practitioner population focus**

**Requirements:**

Students will complete all DNP core courses. Because these students will enter with different clinical backgrounds, the clinical component of the program will include an individualized plan of study. Student transcripts and previous syllabi may be evaluated for equivalence to selected required course work for national certification.

**Clinical Hours Requirements**

According to the AACN *DNP Essentials*, DNP students need a minimum of 1,000 hours of post-baccalaureate supervised clinical practice hours to achieve the DNP competencies. Beyond the traditional MSN, clinical experiences at the DNP level expand the student’s practice to DNP level expectations. Post-baccalaureate students will receive all required hours in the program. Post-master’s students will complete the number of hours required to have a total of 1000 hours, including hours completed in their master’s program. Post-master’s applicants will be required to submit, at the time of admission, a letter from their master’s degree-awarding institution that indicates how many hours of supervised clinical practicum they completed in their master’s program.

All students will be expected to complete a minimum of 336 indirect practicum hours at the DNP level. Indirect care hours refer to experiences in clinical settings that do not involve direct care of patients and generally support the development and execution of the DNP Project (see below). For students who need additional hours to satisfy the 1,000-hour requirement, these can be completed by registering for the Clinical Role Immersion course, which can be taken for variable clinical credits (1-3). This course may be waived for students with greater than 664 supervised clinical practicum hours in their previous practice master’s program.

<b>Courses</b>	<b>Credits</b>	<b>Clinical Hours</b>
NURS881 Population Health I	3	
NURS882 Population Health II	3	
NURS813 Leadership and Innovation in Population Health	3	
NURS844 Population Healthcare Informatics	3	
NURS843 Policy and Finance for Healthcare Delivery	3	
NURS852 Integrated Healthcare Delivery I	3	
NURS883 Evidence-based Practice I: Methods	3	
NURS886 Evidence-based Practice II Translation	3	
NURS873 DNP Project I: Problem Identification	3 (1+2)*	112
NURS874 DNP Project II: Planning and Development	3 (1+2)*	112
NURS900 DNP Project III: Implementation	3 (1+2)*	112
NURS910 DNP Project IV: Evaluation & Dissemination	1	
NURS870 Writing for Dissemination	2	
NURS920 Transition to Practice/Immersion	1-3*	168
	<b>36-39</b>	<b>336-504</b>

\*1+2 Indicated 1 credit of didactic hours and 2 credits of clinical hours.

\*This course will be offered for 1 credit with 56 hours of clinical. Three credits of this course will be req



## **Practicum Hours Guidelines:**

In order to achieve the DNP competencies, DNP Programs must provide a minimum of 1,000 hours of practice post-baccalaureate as part of a supervised academic program.

### **BSN to DNP students will have:**

- a. 672-784 hours minimum of Direct Practicum in practice settings providing supervised Nurse Practitioner care with clinicians in practices required for their program of study.
- b. 336 hours minimum of Indirect Practicum working with professionals in healthcare settings who will contribute to the student's attainment of DNP competencies and help the student develop skills that support successful completion of the student's DNP project.

**Post Master's DNP students:** Most APRN students have completed 500 hours in their MSN programs. Indirect Practicum hours will range from 336 to 504 depending on the documented practicum hours the student earned in his or her MSN program.

Practice experiences should be designed to help students achieve specific learning objectives related to the DNP Essentials and specialty competencies.

These experiences should be designed to provide systematic opportunities for feedback and reflection. Experiences include in-depth work with experts from nursing, as well as other disciplines, and provide opportunities for meaningful student engagement within practice environments.

Given the intense practice focus of DNP programs, practice experiences are designed to help students build and assimilate knowledge for advanced specialty practice at a high level of complexity.

University of Delaware School of Nursing BSN to DNP students receive 672-784 hours of Direct Practicum hours and 336 hours of Indirect Practice hours. All students will complete a minimum of 336 Indirect Practice hours which are part of DNP Project courses; DNP Project I, DNP Project II and DNP Project III. Each of these courses has 112 hours of required Indirect Practice.

University of Delaware School of Nursing Post Masters DNP students are admitted having obtained previous certification as an advance Practice Nurse so have earned minimum of 500 hours. Post Masters DNP students can submit documentation demonstrating completion of up to an additional 284 hours of supervised advanced practice hours obtained in their Master's program. All students will complete a minimum of 336 indirect hours which are part of DNP Project courses DNP Project I, DNP Project II and DNP Project III. Each of these courses has 112 hours of required Indirect Practice.

## **Indirect Practice Hours Experiences**

Two broad goals are recommended for consideration of Indirect Practice hours; Indirect Practice experiences should:

1. Provide students with the opportunity to integrate new knowledge into practice and attain competency in the eight DNP essentials
2. Support the knowledge needed for students to develop, implement, evaluate and disseminate their DNP Project.

## **Particular areas of focus for indirect practicum experiences include:**

1. Healthcare leaders working translate research evidence into practice, including the complexities of motivating and achieving sustainable practice changes and staff behaviors in clinical environments.
2. Systems leaders working to improving patient and healthcare outcomes.
3. Administrators of public policy agencies or organizations working to improve deficits in social determinates of health factors.
4. Leaders able to help the student develop specific DNP competencies that the student may lack or has yet to develop. Students are encouraged to review the DNP Essentials document and identify specific competencies they would like to strengthen through their indirect practicum hour requirements.

## **Examples of Acceptable DNP Essentials and Practice Experiences (Indirect Hours) Activities:**

### Essential I: Scientific Underpinnings for Practice

- Participate in a clinical agency's committee to evaluate a practice protocol
- Assess/evaluate health care delivery phenomena in a practice setting, health care organization or community
- Attend specialty conferences that are specific to the practice/organizational problem

### Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking

- Clinical conferences, executive and unit meetings, and other learning experiences that introduce the student to the role of nursing leaders in relation to organizational culture and environmental factors
- Training in advanced communication skills/processes within the organizational system
- Meetings with staff, key stakeholders at clinical sites to discuss clinical problems, introduce project, planning, implementation etc.
- Meetings with institutional mentor
- Internship experiences at ANA, AACN, SBON, etc.

### Essential III: Clinical Scholarship and Analytical Methods for Evidence-Based Practice

- Meeting with Library Informationist to develop/analyze the literature search
- Observation/evaluation of practice patterns and system of care within a practice setting, health care organization or community.
- Review/evaluation of current practice protocols
- Data collection and analysis of DNP Project
- Professional presentation at conference, institutional or community meeting
- Serving as a consultant or mentor (Not to include precepting a nursing student or the education of a nursing student or hours teaching a class for nursing students unless presenting DNP project material).

Essential IV: Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care

- Assess/evaluate information systems technology used to monitor patient care, outcomes or care, and care systems
- Assess/evaluate budget and productivity tolls to support patient care
- Training in health care information systems, patient care technology

Essential V: Health Care Policy for Advocacy in Health Care

- Assess/evaluate health care policy at the institutional, local, state, regional, federal and international levels
- Participate/observe institutional, professional, and community committees
- Internship experiences at ANA, AACN, SBON, etc.

Essential VI: Interprofessional Collaboration for Improving Patient and Population Health Outcomes

- Observation of intraprofessional and interprofessional teams
- Observation of/consultation with new colleagues in a variety of health disciplines
- Peer review of scholarship
- Facilitators at IPE events

Essential VII: Clinical Prevention and Population Health for Improving the Nation's Health

- Assess/evaluate care delivery models and/or strategies in the institution, community
- Internship experiences at HRSA, CMS, etc.
- Advocating for vulnerable populations through presentations or practice (example: Mission work).

Essential VIII: Advanced Nursing Practice

- Attend clinical conferences, online learning, certification course(s) in psychosocial, behavioral, sociopolitical, cultural, economic, nursing science, and other learning experiences that expand the student's fund of knowledge.
- Working with healthcare leaders to increase understanding of potential ways DNP student projects incorporate social justice, equity and ethical policies in the delivery of healthcare provide information to leaders and policy makers.
- Assist making recommendations for policy development, legal bill preparation, and presentation of information (example: working with others to advocate legislation related to NP/DNP Practice).

## **Examples of Unacceptable DNP Essentials and Practice Experiences (Indirect Hours) Activities**

- Direct patient care
- Employment experiences associate with current position. Students can arrange Indirect Practicum hours at their place of employment. However, Indirect Practicum hours must be earned during time when the student is not working in their employee role.
- Work required for course assignments (e.g., searching and reading literature, writing papers, developing power point presentations, completing assigned readings)
- Students also completing Direct Practicum hours in the same site as the one selected for an Indirect Practicum may not count the same hours for Direct and Indirect Practicum hours.

## **Indirect Practice Experiences Management**

The UD DNP Faculty Project Mentor (FPM) will work with the DNP student to help identify their DNP project practice problem. Along with the problem identification, the UD DNP FPM and student will determine what clinical agencies and project mentors would be appropriate for the student to work with to complete their DNP project and achieve DNP competencies and proficiencies.

For each course with Indirect Hours, students will develop Goals and Objectives for their Indirect Practicum and submit these to their faculty mentor for approval.

Students will identify a different agency or community leader each semester who has the expertise needed to help the student fulfill their goals and objectives. These leaders must have a minimum of a master's level preparation, although a doctorate is preferred. A resume or CV from each leader must be submitted to the faculty mentor before the student begins work with that leader.

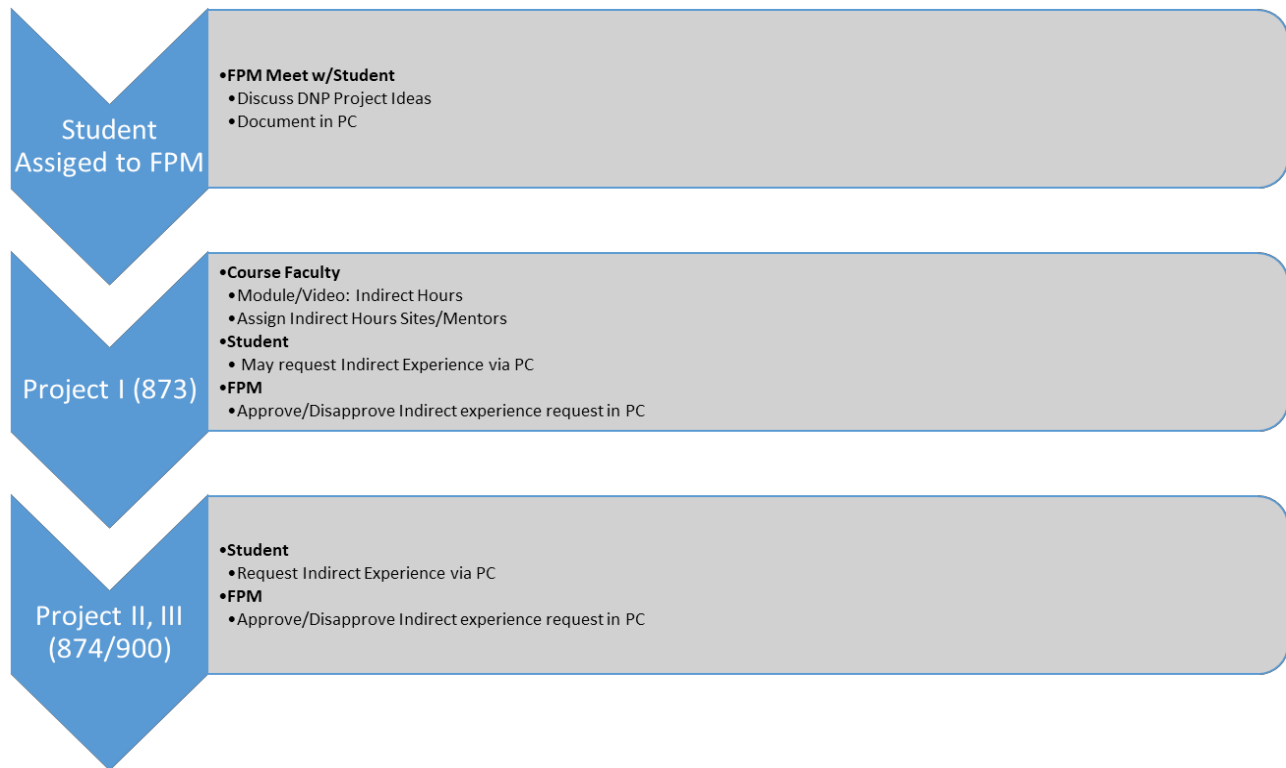
Students will submit DNP Project Indirect Site/Mentor requests through Project Concert.

The following information should be obtained prior to submission of the Indirect site/mentor request as it should be included in the content of the request:

- Students should find out about agency training requirements they may need to fulfill prior to participating in the experience.
- Students should find out about any student specific documents that the agency may require they provide prior to participating in the experience (example, proof in influenza vaccination etc.)
- Indirect Practicum experiences should not require a contract or affiliation agreement between the University of Delaware and the Agency however, agencies may require this and/or other requisite documentation from UDSON. It is the student's responsibility to clearly state any such requirements in their PC indirect experience request as this serves to notify SON Clinical Coordinators that their assistance will be required.
- Students may complete indirect hours at their place of employment. However, these hours must be completed during time when the student is not working in their employee role.

Once the Faculty Mentor approves the request, the student may contact the agency/mentor to coordinate and schedule.

## Timeline:



### Indirect Experience Logs

Students will record indirect experience details in Project Concert via their Indirect Hours Log (the project concert portal and instructions can be found at this link: <https://sites.udel.edu/nursing/graduate-clinical/> Use password: **bluehen**) This log report will be a robust scholarly entry whereby students are expected to describe activities and relate how knowledge obtained can be applied to their DNP Project and/or the DNP Essentials. This log will be graded by the project course faculty as part of the DNP Project course assignments. The DNP faculty mentor will be responsible for certifying the student's hours. The student is responsible for making sure the Project Course Faculty receive this certification of hours by the date specified by the course faculty.

## **Direct Practicum Hours**

### **Requirements for Direct Practicum Hours**

1. Student will follow the requirements for practicum hours provided in each course syllabus.
2. It is the student's responsibility to be in compliance with all clinical mandatory requirements as outlined in the Graduate Student Handbook accessible on the School of Nursing website. The Typhon online system can be checked to determine any missing or outdated information regarding clinical mandatory requirements.
3. Nursing students are not permitted to begin a clinical course until the mandatory requirements have been submitted to the School of Nursing Clinical Coordinator. If a student should go to clinical site prior to being in compliance with the mandatory requirements those hours will not count toward the required clinical hours for the course. In addition, a notation will be made in the student's permanent program file regarding this serious infraction of the rules governing student professional behavior in the program.

### **Direct practicum hours Logs**

All direct hours must be logged using Project Concert. Students will be provided instruction in how to use the program and expectations.

Direct Practicum hours, number of patients seen, diagnosis and relevant social determinants of health and DNP competencies are reported weekly in Project Concert. A summary of these hours is required at the end of each direct practicum course.

The student will explain how hours earned met the goals and objectives established by the DNP Competencies.

Practicum logs are reviewed by faculty assigned to the relevant DNP course. Students must keep logs current and faculty may require students to stay out of practicum until the logs are current.

### **DNP Practicum Attire**

During all practicum experiences, DNP students should wear appropriate professional looking attire, minimal jewelry, closed toe shoes, no artificial nails, and no scented lotions, perfumes or hair products. All students must wear their University of Delaware School of Nursing ID badge at all times when in the practicum setting. Some agencies may require additional badges, but the UD School of Nursing ID must be worn as well.

Students attending Direct Practicum experiences must wear a white lab coat over professional clothing. This lab coat must include sewn on University of Delaware patches.

Students in Indirect Practicum are not required to wear the lab coat unless required by the practicum agency. The UD SON ID badge must be worn at all times. Some agencies may require additional badges, but the UD SON ID must be worn as well.

Ordering information for UD SON ID badges and lab coats with patch can be found on the UD School of Nursing Student Intranet.

## **DNP Project**

### **DNP Project Overview**

All students enrolled in the Doctor of Nursing Practice (DNP) Program will complete an evidence-based practice project (known as the DNP Project) as one of the requirements for graduation. The DNP Project is a culmination of the knowledge gained in DNP courses and practice. The project is an opportunity to demonstrate an analytical approach to programmatic, administrative, policy or practice issues in a format that supports the synthesis, transfer and utilization of knowledge. A DNP project is not intended to test new models, develop new theory, or test hypotheses. The DNP project will demonstrate identification and resolution of a practice problem through the scholarship of application or integration, rather than the scholarship of discovery associated with a PhD program of study (Boyer, 1997).

The DNP Project experience is designed to apply the knowledge and skills gained within the doctoral program in a specific practice area of the student's choice. The project is chosen with a goal of making a specific contribution in the health care system, the community, or in the academic arena. As such, DNP projects experiences are characterized by intensive interactions between and among faculty, students, and the community in which the DNP project is implemented.

Students will consider and explore evidenced-based practice topics throughout their first year of coursework as they consider a focus for their DNP project. These courses provide opportunities to identify and explore evidence, critique literature, and synthesize findings.

### **Possible types of DNP Projects include:**

- Population systems change projects
- Health promotion/disease management program design and evaluation
- Quality improvement inquiry
- System modification for quality improvement processes
- Healthcare policy analysis and redesign
- Development and implementation of health information technologies to improve outcomes
- Comparison of care and teaching models including potential cost savings and outcomes
- Development of patient/consumer and professional coalition projects including implementing and evaluating the project

### **Final DNP Project Products**

Successful completion of the DNP Project includes all the four products listed below.

1. Final DNP Project Presentation
2. DNP Project Brief
3. DNP Project Manuscript
4. DNP E-Portfolio

DNP Project products must be completed by the end of the final DNP project course, NURS 910 Project IV: Evaluation and Dissemination. Students planning graduation after this course should use the deadlines specified by the Office of Graduate and Professional Education.

### **DNP Project Procedures:**

- A. The DNP Project will be individualized to the career focus of the DNP student. The DNP Project topic will be selected by the DNP student and approved by the DNP Project faculty and the DNP Faculty Mentor.
- B. Using evidence supporting the DNP project developed in Evidence Based Practice I (NURS 883), the student will continue to develop, refine, implement, and evaluate the DNP project. Courses listed below describe how each course is designed to ensure the student's DNP project meets the rigor required to earn a practice doctorate degree and how faculty guidance is offered to improve student success.
- C. DNP students who do not have an approved DNP project proposal by the conclusion of NURS 873 DNP Project I may be required to successfully pass a January term intensive independent study to move to Spring DNP courses. A student who does not have an approved DNP project proposal after this time must retake NURS 873 in the subsequent fall term and cannot take any more DNP project courses until NURS 873 is successfully completed.
- D. DNP students will complete the following courses in the stated sequence. Failure to complete DNP Project courses II through IV will result in the student retaking the course the following year and delaying graduation.

### **DNP Project and Related Courses**

- **NURS 883 EVIDENCE BASED PRACTICE I (Methods):** This course prepares the student to explore a high priority health problem, critically appraise and synthesize the literature, and identify opportunities for health care improvement. Analysis of quantitative and qualitative research methods will be emphasized. Models of evidence-based practice (EBP) will be used to critically appraise evidence in order to synthesize knowledge in a specific area of practice. Skills learned in this course will provide a foundation for students to apply the EBP process in the development of a DNP project aimed at improvement of health care outcomes in the practice setting. By the conclusion of this course the student will have identified their clinical question, written a PICO(T) question, and identified their DNP Project Faculty Mentor who will work closely with the DNP student through all the phases of the project.
- **NURS 873 DNP Project I: Problem Identification.** In this course, students will continue to explore an area of interest related to primary care or mental health, while applying principles of leadership in the clinical setting. The PICO question developed in EBP I will be further refined and researched resulting in development of a research matrix, and completion of Background and Significance portions of the DNP Project Manuscript. The student will use clinical healthcare informatics to define the problem of interest and discover associated factors related to the identified need. The precepted clinical will reinforce didactic course information from current and previous courses and enhance skills needed to integrate healthcare leadership into patient care as well as the DNP Project. Course seminars will provide opportunities for peer



review and feedback during the initial DNP project conceptualization phase. Students will complete IRB training by the end of this course and determine what IRB level of review is required for their DNP Project. Faculty assigned to teach DNP Project I (NURS 873) will ensure the student's DNP Project concept meets the rigor required to earn a practice doctorate degree and will collaborate with the DNP Project Faculty mentor to determine the project concept is ready to move to the planning and development phase. NURS 873 course faculty will also introduce students to creating and maintaining the electronic DNP Project Portfolio. This course requires 112 Indirect Practicum hours.

- **NURS 886 EVIDENCE BASED PRACTICE II (Translation):** This course focuses on the translation of evidence into practice. The use of science-based theories and concepts to assess, enhance healthcare delivery will be emphasized. Major course emphases will include methods of measurement, data analysis, and evaluation strategies that can be applied to new practice approaches that improve patient outcomes. Healthcare informatics principles will be used to design healthcare information, evaluation, distribution pathways and knowledge delivery methods. Students will analyze frameworks for translation of evidence related to their practice question to guide the change process in the practice setting. Special attention will be given to legal/ethical issues related to human subjects/health outcomes research. By the completion of this course, DNP students will have written a Review of Literature using the Johns Hopkins School of Nursing as an evidence leveling system and written the IRB application for their project.
- **NURS 874 DNP Project II: Planning and Development.** This course focuses on project planning for evaluation of both the process of the project implementation and the desired health outcomes. Emphasis will be placed on development of measurable goals for the project and refinement of the project scope. Students will identify key stakeholders in the chosen agency targeted for project implementation and work with a recognized leader in healthcare delivery, management, or policy. This agency representative, known as the Agency Mentor, will continue to work with the DNP student and the Faculty Mentor throughout the remainder of the DNP project. The student will identify and incorporate clinician or patient healthcare informatics solutions to improve delivery of project outcomes. Course seminars will provide opportunities for peer review and feedback during the project planning and development phase. This course requires 112 Indirect Practicum hours with a mentor directed at activities that will prepare the student to implement a project with consideration given to long-term sustainability. Students will complete required IRB approval procedures as required by UD and the site where the DNP project will be delivered. The DNP Project Team (Student, Faculty Mentor, and Agency Mentor) will be formed by the end of the course. The DNP Project Team will establish a meeting schedule and time frames which adhere to the DNP Program's course progression/plan of study. Once the DNP Project Proposal is approved by the course faculty and the DNP Project Team, direct responsibility for the DNP Project shifts from course faculty to the DNP Faculty Mentor. The DNP Project Proposal is presented at the end of the course with the course faculty, DNP Project Team and DNP Coordinator or the Director of Graduate Practice Programs in attendance. All DNP faculty are invited to attend this presentation.

The following procedures apply to DNP student work completed during NURS 874 DNP Project II: Planning and Development:

- A. Administrative Approval** The student must secure a letter from the appropriate official in the project setting which states that the project described may be conducted in the agency. Students must consult with the Agency Mentor to determine if the clinical agency requires human subjects review.
- B. Institutional Review Board Approval.** In most cases the DNP project involves the use of primary or secondary data about human subjects, therefore both administrative approval and human study approval must be obtained before data collection begins. Before beginning data collection (or analysis of pre-existing data), the student must assure the protection of human rights by completing appropriate training during NURS 873 DNP Project I: Problem Identification and then in NURS 874 DNP Project II Planning and Development having the proposal reviewed and approved by the UD Institutional Review Board. Every proposal must be judged by the IRB to conform to 45 CFR 46: The Federal Regulations Governing Human Experimentation, or to be exempt from those regulations according to criteria set forth in the regulations.

Information and forms for IRB approval are available at the UD IRB website: <http://www1.udel.edu/research/preparing/irbnet-ataglance.html>. Prior to submitting a proposal to the IRB each investigator must complete IRB Training which is required to be updated every three years. <http://www1.udel.edu/research/training/training-human-subjects-research.html>. The DNP Project Faculty Mentor is jointly responsible with the student for the accuracy of the information provided on any Human Subject Review Form and must co-sign the Institutional Review Board forms with the student. Procedures and time delay in obtaining administrative and research review clearance vary with the type of project. Institutional Review Boards meeting schedules are posted on their web site. Students are required to close all studies with the respective IRB prior to graduation.

- C. DNP Project Proposal Presentation** The student will develop and present the DNP Project Proposal to NURS 874 course faculty, the Faculty Project Mentor, another SON or CHS Faculty, and the Agency Mentor, if desired, and the DNP Coordinator. Students will receive guidance from course faculty in the development of the proposal presentation.

Students should reference the DNP Project evaluation guidelines to be used by the DNP Project Team during the proposal and final presentation sessions. Students will present their DNP Project Proposals during NURS 874 DNP Project II: Planning and Development to the course faculty, the student's DNP Project Team (Faculty Mentor and second Faculty, and Agency Mentor, if desired), the DNP Director and other interested members of the SON faculty. It is expected that all DNP Project Team members will be in attendance (live or virtual). The student is responsible for distributing an electronic copy of the written DNP Project proposal to course faculty, The DNP Project Team and the DNP Director at least one week in advance of the scheduled presentation.

Typically, the student begins the presentation with a 20 to 30-minute presentation of the proposed DNP Project. A PowerPoint presentation is recommended. In the ensuing discussion, team members may question the student about aspects of the project as well as relevant clinical and methodological considerations. The proposal presentation should be

viewed as a working session, during which differences of opinion can be resolved. Team members' suggestions serve to insure the project's feasibility, clinical relevance, and quality.

**D. DNP Project Proposal Approval Process** It is the student's responsibility to bring the DNP Project Proposal Evaluation Rubric and the DNP Project Proposal Approval Form to the DNP Project Proposal presentation. The student gives these documents to the DNP Faculty Mentor at the beginning of the session.

After this public session, the student and the audience are asked to leave the room while the Project Team critiques the DNP Project Proposal. The Project Proposal will be evaluated according to DNP Project Proposal Evaluation Framework. The team identifies any changes or additional work to be done and determines the outcome of the DNP Project proposal. The student is then invited back into the room and is informed of the result.

If no changes or additions are needed, team members will sign the DNP Project Proposal Approval form. The Faculty Mentor then submits the DNP Project Proposal Approval form to the SON DNP Director who signs and routes the form for appropriate signatures.

If the changes or additions are minor, DNP Project team members will sign the DNP Project Proposal Approval form. The Faculty Mentor, however, will not sign, date, or submit the form until the student satisfactorily completes and submits all revisions. The team discusses with the student any changes or additional work to be done and establishes a deadline by which such changes or additions are to be submitted. Once revisions are completed, the Faculty Mentor submits the DNP Project Proposal Approval form to the SON DNP Coordinator or the Director of Graduate Practice Programs who signs and routes the form for appropriate signatures.

If major changes or additions to the DNP Project Proposal are required, dates will be established for submission of a revised DNP Project Proposal and for another presentation. Neither the Faculty Mentor nor other members of the project team will sign and date the DNP Project Proposal Approval form unless and until these major changes or additions have been presented and the entire DNP Project Proposal is found satisfactory.

If the DNP Project Team judges 1) the DNP Project Proposal to be so unsatisfactory in execution that making it acceptable would virtually require starting over, or 2) the student does not submit and defend the required changes or additions by the agreed-upon date, or 3) the team judges the submitted changes or additions to be unsatisfactory, the team may report that the student has not passed the DNP Project Proposal written and oral presentation and may recommend dismissal from the program. In such a situation, the team should submit a written report detailing the rationale for the recommendation to the DNP Program Coordinator who will meet with the student and Director of Graduate Practice Programs and the Associate Dean for Education and Practice to determine next steps. A student may have up to three opportunities to successfully defend their proposal.

Once approved, the completed signature pages should be uploaded into Project Concert in the Portfolio section.

- **900 DNP Project III: Implementation**

Students will lead implementation of the DNP project in the practice setting under the guidance of the assigned DNP Project Faculty Mentor and Agency Mentor. Students must receive IRB and Agency Approvals before starting their project. Clinical experiences will be directed at monitoring the process of the implementation, changing the process as needed to ensure success, and collecting data related to both process and health outcomes. Plans for the long-term sustainability of the project, if appropriate, will be refined. Course seminars will provide opportunities for peer review and feedback. This course requires 112 Indirect Practicum hours which can be completed by working directly with the DNP Project Agency Mentor.

- **910 DNP Project IV: Evaluation and Dissemination**

This course focuses on analysis of outcomes data for the practice change improvement and dissemination of results to the professional community and practice setting. Students will work closely with their DNP Project Faculty Mentor and Agency Mentor to prepare and deliver their DNP Presentation. Course seminars will provide opportunities for peer review and feedback during the evaluation and dissemination phase of the DNP project.

### **DNP Project Team & Roles**

The DNP Project Team process includes the student's assignment of a Faculty Project Mentor (FPM) shortly after matriculation into the program, and adding an Site/Agency Mentor in DNP Project II: Planning and Development AND/ OR adding another CHS faculty to their project team. The roles and expectations of the various DNP Project Team members are described below. The process for creation, modification, and approval of the DNP Project Team is included.

It is not necessary for the student to consult team members equally about each aspect of the project topic and approach. Members should be consulted primarily on those aspects directly related to their specific areas of expertise. Additional faculty or clinical resource persons may be consulted as needed. It is the joint responsibility of the DNP student and Faculty Mentor to make the final decisions about the project topic and implementation, even if decisions are made that one or more team members believe to be less than optimal. The team's responsibility is to act in an advisory capacity rather than as directors of the project.

### ***DNP Student***

At the center of the DNP Project Team is the DNP Student. The student is expected to develop, implement, evaluate, and disseminate the DNP Project with minimal supervision. The student will use advanced critical thinking and judgment to determine the need for additional guidance and seek mentoring from DNP Project team members or other experts. The student will seek feedback, readily accept critique of any aspect of the project's development, implementation, evaluation, or dissemination, and promptly incorporate feedback as provided. With the guidance from the DNP Project Faculty Mentor, who must be a doctorally prepared member of the School of Nursing, the student will effectively navigate conflicting recommendations from DNP Project team members or clinical stakeholders. The student will use expert leadership skills in developing partnerships with community members, clinical agency personnel, and stakeholders, follow all agency policies/guidelines, and adhere to the highest level of ethical behavior and professional

standards. The student will maintain consistent and effective communication with course faculty and the DNP Faculty Mentor and Agency Mentor. The student will follow all policies and guidelines related to the DNP Project and its final products. It is expected that the student will demonstrate a high level of scholarship and will complete the project and submit all assignments in a timely manner.

***DNP Faculty Project Mentor (FPM)***

The DNP Faculty Project Mentor (FPM) is assigned during the student's first semester. The DNP FPM monitors the student's progress and guides the student to completion of the DNP Project and the required Final DNP Project Products.

**Role of DNP Faculty Project Mentor (FPM)**

1. Assures IRB compliance and serves as faculty of record on IRB submission.
2. Mentors student throughout the preparation of the DNP Project proposal; the project development, implementation, and evaluation process; and the final DNP Project products.
3. Collaborates with the student to schedule DNP Project Team meetings for the DNP Project Proposal Presentation and the final DNP Project presentation.
4. Leads DNP Project Team review and approval of the DNP Project Proposal and the final DNP Project products (DNP Project portfolio, DNP Project brief, final DNP Project presentation, and DNP Project manuscript).
5. Communicates effectively with DNP student and team members.
6. Provides feedback to student on written drafts in a timely manner.
7. Documents student progress toward completion of DNP Project requirements.
8. Mentors SON faculty with interest in participating in DNP Projects.

## **Timeline for FPM:**

### *Fall 1*

DNP Faculty Project Mentor (FPM) is assigned in this semester.

### *Spring 1*

1. DNP FPM meets with student to discuss with student areas of interest for potential DNP Project which will be developed /delivered in a community/primary care setting.
2. Assist student in developing plan for Indirect Practice Hours. There are 336 hours with 112 earned in 3 different DNP Project courses. Once the student and Faculty Mentor have agreed upon experiences and locations for Indirect Practice hours, the student will contact the agency/mentor to determine availability, complete the practice site request form and submit this via Project Concert.

### *Summer 1 (EBP 1)*

1. Collaborate with student and EPB I faculty as student completes course required PICOT Question assignment. PICOTs are approved by course faculty and FPM.
2. Review and approve course required DNP Project Introduction (chapter 1)

### *Fall 2 (DNP Project I)*

1. Review and approve course required DNP Project Review of Literature (chapter 2)
2. Support student in selecting DNP Project site.
3. Complete UD IRB / CITI training (every 3 years)

### *Spring 2 (EBP 2)*

1. Review and approved the course required DNP Project Methods section (chapter 3).
2. Approve student's indirect practice hours plan for Summer

### *Summer 2 (DNP Project II)*

1. Review student's implementation plan including site
2. Approve IRB application and support as needed through IRB process
3. Approve hours earned for indirect practice during DNP project II

### *Fall 2 (DNP Project III)*

1. Assist student as needed during project implementation phase
2. Approve hours earned for indirect practice during DNP project III.

### *Spring 3 (DNP Project IV)*

1. Review and approve DNP Project Conclusion (Chapter 4)
2. Approve presentation and final submission of DNP Products
  - a. Final DNP Project Presentation
  - b. DNP Project Brief
  - c. DNP Project Manuscript, if applicable
  - d. DNP E-Portfolio

### ***DNP Agency/Site Mentor***

With the help of the DNP Faculty Project Mentor (FPM), the student selects other members of her/his DNP Project Team. In addition to the FPM, the team must include a representative of the Agency/Site where the DNP Project is to be implemented. The Agency/Site Mentor must play a key role in the work of the Agency. Preference is given to a doctorally prepared Agency/Site Mentor, but a qualified master's prepared Agency/Site Mentor is acceptable.

#### **Role of DNP Agency/Site Mentor:**

1. Helps the student understand the work of the Agency and how the DNP project will help further the work of the Agency.
2. Champions the project with involved Agency personnel and leaders.
3. Communicates concerns to student and DNP Faculty Mentor in a timely manner.

### **DNP Project Team Membership – Appointments and Changes**

To formalize the DNP Project Team, the student obtains signatures from all team members on the DNP Project Team Appointment or Change Request Form (see appendix). The form is submitted to the DNP Program Director for approval. If approved, the DNP Program Director will submit the form to the Associate Dean for Education and Practice for additional consideration. Once approved, the signed form will be given to the Graduate Program Administrative Assistant to place in the student's file. If not approved, the DNP Program Director will communicate rationale and recommendations to the student and DNP FPM and the student will seek a new FPM.

Changes in DNP Project Faculty Mentor must be discussed with and approved by the DNP Program Director with the new Faculty Mentor appointed in the manner stated above.

## **DNP PRODUCTS**

### **A. DNP Project Brief**

The DNP Project Brief is a thorough and comprehensive, yet succinctly written, overview of the DNP Project's scope, literature review, methods, results, and implications. The SON requires that DNP Projects Brief be written according to the format established for DNP Project Brief.

Working with the UD Writing Center and/or hiring a professional editor may be required to ensure the quality of writing is consistent with the anticipated level of doctoral level scholarship.

When the DNP Project Faculty Mentor determines that final draft DNP Project brief is ready for distribution to the team, the student will distribute an electronic and/or hard copy to the DNP Project Team members. Team members will have three weeks from the distribution date to thoroughly critique the DNP Project brief and provide (to both the student and the DNP Faculty Mentor) written feedback either electronically or written hard copy. If written hard copy feedback is provided, the team member is responsible for ensuring its legibility and for arranging delivery and/or pick up. Team members have the responsibility to read the DNP Project in the allotted time.

Organization of the DNP Project brief is provided below. Once written students must follow the University of Delaware requirements for formatting and submission of the DNP Project Brief to the office of Graduate & Professional Education. Students should access and follow the University of Delaware instructions for preparation and submission of a dissertation when preparing the final DNP Project Brief Manuscript, following “**Dissertation Numbered**” guide located on the Graduate College site: <https://grad.udel.edu/policies/step-by-step-guide-to-graduation/>

Students and Faculty Mentors should follow required submission dates noted in the Graduate & Professional Education website: <http://grad.udel.edu/policies/step-by-step-guide-to-graduation/>.

**DNP Project Brief Contents: (30-page limit, double spaced – exclusive of references and appendices)**

**Title Page** with copyright

**Abstract** (Maximum of 350 words)

**Table of Contents**

**Section I Introduction (5-10 pages)**

Introduction

Background

PICOT question

Theoretical framework



## **Section II Review of the Literature (10-15 pages)**

Search

Review and Synthesis

Project Recommendation

## **Section III Methods (5-8 pages)**

Setting

Participants

Implementation Plan

Project Timeline

Ethical Considerations

Data Collection

Data Analysis

Project Evaluation

Project Budget

Project Close Out

Dissemination Plan

## **Section IV: Results (5-8 pages)**

Interpretation of Findings

Results & Statistics

## **Section V: Conclusion (5-8 pages)**

Discussion Limitations

Sustainability of the project

Significance of the project to health policy, leadership, and/or organizational change

Implications for advanced practice

Dissemination

## **References**

**Appendices:** Measures, Human Subjects Approval and Consent forms if required/appropriate, Tables, Figures, DNP Project Presentation PowerPoint, Copy of Guidelines for Authors for the selected publication venue.

## **B. Final DNP Project Presentation**

When the DNP Project Brief is written and the Faculty Mentor and course faculty for NURS 910: Evaluation and Dissemination agree the work is ready for presentation, the student will distribute the finished copy of the DNP Project Brief to the Team Members and to arrange a location, a date, and a time (usually two hours) that are satisfactory to all Team members for a review of the DNP Project. The student will allow at least two weeks between distribution of the finished copy of the DNP project brief and the scheduled presentation to allow Team members to read the work critically. Team members have the responsibility to inform the student of the time necessary and to read the DNP Project Brief in the agreed-upon time. The student informs the graduate program administrative assistant and the DNP Director of the date and time of the presentation and an announcement will be prepared and posted inviting anyone interested to attend the

presentation.

In some instances, a decision by the student in conjunction with the DNP Faculty Mentor and authorized clinical agency personnel might be made to host the DNP Project presentation at the clinical agency where the project took place. In other instances, the student may present to the clinical agency after successfully completing the formal, on-campus DNP Project Presentation. The decision to do so should also be made in conjunction with the DNP Project Faculty Mentor and authorized clinical agency personnel.

### **Format and Procedures of the Final DNP Project Presentation**

Typically, the student begins the DNP Project Presentation with a twenty-minute (maximum) presentation of the DNP project, including aims, evidence for the project, methods, findings, limitations, and implications. A PowerPoint presentation is recommended, and this becomes part of the Final DNP Project Brief.

In the ensuing discussion, DNP Project Team members may question the student about any aspect of the project itself and the relevant clinical and methodological considerations. The Faculty mentor may invite members of the audience to ask questions or make comments but is not required to do so.

Ideally all members of the team are present for the presentation. In the event of an emergency in which the Faculty Mentor may not be present, the following protocol will be followed: (1) telephone conference call with Faculty Mentor present by phone and/or video or (2) faculty teaching NURS 910: DNP Project IV: Project Evaluation and Dissemination assumes responsibility of leading the meeting.

After this public session, the student and the audience are asked to leave the room while the DNP Project Team critiques the DNP project presentation, identifies any changes or additional work to be done, and determines the outcome of the DNP project presentation. The student is then invited back into the room and is informed of the result.

The DNP Project Team discusses with the student any changes or additional work to be done and establishes a time by which such changes or additions are to be submitted. If the changes or additions are minor, committee members will usually, as a matter of convenience, sign the title page and the DNP Final Project form.

The DNP Faculty Mentor, however, will not sign, date, or submit either form or return the signed title page to the student until all changes or additions have been submitted and found acceptable. If major changes or additions to the DNP project are required, a date will be established for submission.

### **Reporting the Results of the DNP Project Presentation**

When the student has passed the DNP Project Presentation and all required changes or additions have been made and judged satisfactory by the DNP Project Faculty Mentor, he or she gives the student the signed and dated title page to be included in copies of the DNP project. The DNP Project Faculty Mentor Faculty Mentor also submits to the DNP Director and the Associate Dean for Education and Practice. The Associate Dean adds his or her signature to the form then returns the DNP project Approval Sheet to the School's Registrar and the Director of the DNP program.

In the event the DNP Project Team judges 1) the DNP Project Presentation to be so

unsatisfactory in execution that making it acceptable would virtually require starting over, or 2) the student does not submit and defend the required changes or additions by the agreed-upon date, or 3) the team finds the submitted changes or additions to be unsatisfactory, the team may report that the student has not passed the DNP Presentation and may recommend the Doctor of Nursing Practice Degree not be awarded. In such a situation, the DNP Team should submit to the DNP Director and the Associate Dean a written report on the DNP Project Presentation and Brief with a detailed rationale for the recommendation. The student will meet with the Faculty Mentor, the DNP Director and the Associate Dean for Education and Practice to review the issues and formulate a plan for next steps.

### **C. DNP Project Manuscript**

A manuscript of publishable quality is an encouraged final product of the DNP Project, but is optional. Development of this manuscript will begin in NURS 870 Writing for Dissemination. Students are not required to submit the manuscript, although they may choose to do so after consulting with their DNP Faculty Mentor. Students are required to identify and provide the name of a suitable journal (based on journal scope and readership) and to provide a copy of and follow the author guidelines set forth by that journal. Students may align their manuscript with the Standards for Quality Improvement Reporting Excellence (SQUIRE) Guidelines (see <http://squire-statement.org/>) or as an integrative review, or both.

The First author must always be the student. Faculty and Agency Mentors who made significant contributions to the DNP Project development and implementation may be second and third authors, but this is not required, and the final decision is made by the student.

### **D. DNP E-Portfolio**

The DNP E-portfolio is a collection of documents designed to demonstrate the DNP student's professional development. The DNP E-portfolio should demonstrate the DNP student's synthesis of knowledge from nursing theory and science, population health inquiry, advanced practice, leadership, innovation and informatics using an online format. The DNP E-Portfolio should include evidence of learning including self-reflection, self-evaluation, preceptor evaluations of clinical competence, peer and professor evaluation of student authored papers and projects that demonstrate evidence of the application of principles of advanced practice addressing each of the eight AACN DNP Essentials.

For each DNP program outcome, students will submit a well-written reflective narrative that documents how the artifacts submitted and the courses in which the artifacts were produced contribute to meeting the outcome. The reflective narrative should be uploaded into the appropriate outcome folder within the DNP e-Portfolio in Project Concert. Portfolio development will be introduced in DNP, Project I and continue through the curriculum, culminating in DNP, Project IV. DNP Portfolios will be introduced in DNP Project II and reviewed for completion in DNP Project III and DNP Project IV. Faculty for DNP Project II and IV will complete and evaluate the DNP portfolio using the DNP E-Portfolio rubric.

## **Guidelines for Completing the DNP e-Portfolio**

Students are expected to submit graded assignments showing the mentors' comments with "Track Changes." If a mentor did not grade the artifact using "Track Changes," the grading rubric must be uploaded along with the artifact.

For each DNP program outcome, students should submit a well-written reflective narrative that documents how the artifacts submitted, and the courses in which the artifacts were produced, contributed to meeting the outcome. The reflective narrative should be uploaded into the appropriate outcome folder within the E-Portfolio.

### **DNP E-Portfolio contents include:**

1. Self-assessment of key competencies and essentials for DNP graduates.
2. Summary/Introductory page with photo, brief bio, and pertinent other information
3. Narrative journal of scholarly growth, addressing the Student Learning Objectives (SLOs), and the eight DNP Essentials
4. Five -year professional plan
5. Scholarly papers & presentations from each course that meet one or more of the eight
6. DNP Essentials, SLOs and Concentration competencies
7. Summary of practicum encounters including hours, practicum site descriptions, populations served, skills attained and preceptor evaluation
8. DNP Project Brief
9. DNP PowerPoint for DNP Project Final Presentation
10. DNP Project Manuscript
11. Written summary statement outlining the attainment of goals and competencies and how the student has "changed as a result of this program".
12. Curriculum Vitae
13. Certifications, Licenses, Awards

### **DNP Student Evaluation for Graduation**

Along with the University of Delaware Application for Advanced Degree, each DNP student will complete submit a DNP Student Evaluation for Graduation checklist reporting:

- A. Date each DNP Product was successfully completed with the signature of appropriate faculty overseeing this work.
- B. Completion of 1,000 hours of supervised practicum with the signature of the DNP Coordinator or the Director of Practicum Programs
- C. Completion of all courses required for the degree with a grade of B- or higher
- D. GPA 3.0 minimum
- E. Submission of DNP brief the Graduate College

Failure to successfully fulfill any of the above will result in the Doctor of Nursing Practice degree not being awarded to the student that semester.

Certification that the student has completed all coursework and assignments is required to earn the for the Doctor of Nursing Practice degree is evaluated by the DNP Director. The DNP Director will present this certification with the Application for Advanced Degree to the Associate Dean for Education and Practice with a recommendation the Doctor of Nursing Practice degree be awarded to the student. The Application for Advance Degree is then sent to the Graduate College for approval.

## DNP Project Plan (Full Time Student)

Semester	Course	Student Deliverable(s)	Faculty Project Mentor role	JHN EBP model (PET)	Indirect Hours	
Summer Y1			FPM Assigned			
Fall Y1	NURS 881: Pop Health I	Paper on a population problem	Begin discussion of clinical problem/practice question and site			
Spring Y1	NURS 882: Pop Health II	Paper on health plan for a problem	Continue discussion & refinement of problem and site	Problem in concept		
Summer Y1	NURS 883: EBP1: EBP Methods	Problem identification & significance PICO Approved Evidence searched	Approval of PICOT & Chapter 1	Problem finalized		
Fall Y2	NURS 873: DNP Project I: Problem Identification	Chapters 2 of brief Final & complete evidence search & synthesis	Approve Ch 2 Identify site/mentor	Evidence	112	
Spring Y2	NURS 886: EBPII: Translation	Ch 3 draft IRB draft	Review translation methods/details	Translation (theory)		
Summer Y2	NURS 874: DNP Project II: Planning & Development	Project Proposal presentation IRB Ch 1, 2, 3 of brief	Approve project proposal Approve IRB Approve Ch 1, 2 & 3	Translation plan	112	
Fall Y3	NURS 900: Project III: Implementation	Ch 4 (draft)	Ensure progress & fidelity	Translation implementation	112	NURS 870 this semester for FT students, w/deliverable of a draft manuscript
Spring Y3	NURS 910: DNP Project IV: Evaluation & Dissemination	Ch 4& 5 Dissemination Final project presentation Brief to Grad Office	Approve final presentation Approve project brief	Translation evaluation		

## Doctor of Philosophy (PhD) in Nursing Science Program

### Statement of Purpose and Expectation of Graduate Study in Program

The University of Delaware, School of Nursing PhD in Nursing Science program prepares researchers and academic faculty for positions in college, university, and health care settings. Graduates are prepared to advance the art and science of nursing and to assume leadership positions in the profession. They will take responsibility for shaping and advancing healthcare, with a goal of improving individual, family and population health through the integration of theory, research, and evidence-based practice.

The PhD in Nursing Science Program emphasizes specific areas of study in which nursing makes a significant contribution towards health. These areas are defined by the research expertise of faculty in the context of interdisciplinary resources available at the University of Delaware and Delaware Health Sciences Alliance campuses and the local, national and international communities. Graduates are prepared to collaborate with other scientists and health professionals to contribute to the development of knowledge. The breadth of focus of the PhD in Nursing Science curriculum ranges from nursing research in the bio-behavioral sciences to health services.

### Degree Offered

The degree awarded to those who complete this program will be a Doctor of Philosophy (PhD) in Nursing Science. Students may apply to the program either as a post BSN or post-Master's student.

### PhD in Nursing Science Program Outcomes

1. Generate new knowledge through research and theory testing;
2. Reflect a nursing and interdisciplinary perspective in research and scholarly endeavors;
3. Evaluate the relationship of the expanded knowledge base in nursing and external forces (i.e., economic, demographic, political, cultural) on the provision of health care to society, the education of nurses, and the development of health policy;
4. Contribute to solutions that advance health care in a culturally diverse society through communication of knowledge to the intra- and interdisciplinary scientific communities and the community-at-large;
5. Examine ways in which nursing knowledge and practice are related to and influenced by historical developments, philosophical thought, and cultural diversity.

## Curriculum Map of PhD in Nursing Science Courses with Program Outcomes

PhD Courses	Outcome #1	Outcome #2	Outcome #3	Outcome #4	Outcome #5
NURS 810	X	X			X
NURS 812	X	X	X		
NURS 813*		X	X	X	X
NURS 814	X	X		X	
NURS 816	X	X		X	
NURS 839	X	X		X	X
NURS 844*	X	X		X	X
NURS 849		X	X		X
NURS 870	X	X		X	
NURS 843		X	X	X	X
NURS 881*		X	X	X	X
NURS 891			X	X	
NURS 892	X	X			X
Statistics electives	X	X			
Methodology elective	X	X			
Cognate electives		X	X	X	
NURS 850	X	X			X
NURS 964	X	X	X	X	X
NURS 969	X	X	X	X	X

\*Required only in BSN-to-PhD program

### Admission to the PhD in Nursing Science Program

Applicants must submit all the following items directly to the Graduate College using the online admission process before admission can be considered:

A \$75 nonrefundable application fee must be submitted with the application. Applications received without the application fee will not be processed. Refer to the Graduate College for acceptable forms of payment. Applicants must submit essays to specific questions asked on the application, a resume and a personal statement.

Applicants must submit at least three letters of recommendation. All letters of recommendation can be uploaded as part of the online application. If mailed, send collectively to the Graduate College. Applicants who meet admission criteria may be invited to interview with the PhD Program Director and members of the SON PhD Program Subcommittee.

The online application requires the applicant to submit one unofficial scanned copy of your transcript or academic record from each school you have attended and earned (or will earn) a degree; studied for one semester or more; earned 12 or more hours of credit; or took classes that relate to your graduate study interests. If the rank of the student is not displayed on the transcript or diploma, the SON may request an official letter of explanation and ranking from the institution where the degree was earned.



For institutions outside of the United States that issue transcripts in a foreign language, a course-by-course English translation must be uploaded along with the original language document. Refer to <http://www.udel.edu/gradoffice/apply/transcript.html> for additional information.

Applicants who previously attended the University of Delaware should go to the UD Registrar's page to print an unofficial undergraduate transcript and upload into their graduate application.

International applicants are directed to specific instructions regarding the online application process related to transcripts/diplomas/certificates and the GPA calculator on the Graduate College webpage at <https://grad.udel.edu/students/international-students/#internationalapplicants>. The same webpage provides instructions for finalizing your documents once you have received a letter of conditional acceptance. It is essential to comply with the process outlined by the Graduate College.

If an offer of admission is made, UD Graduate students must provide their official, final transcripts before the first day of graduate-level classes. All international transcripts must be accompanied by a degree certificate showing the title earned and the date awarded.

International students must demonstrate a satisfactory level of proficiency in the English language if English is not the first language. The Test of English as a Foreign Language (TOEFL) is offered by the Education Testing Services in test centers world-wide. The University requires a paper based TOEFL score of at least 550 or at least 79 IBT with a speaking score of 18. Applicants must score 100 or higher on the TOEFL or the equivalent on the IELTS to be considered for a Teaching Assistantship. TOEFL scores more than two years old cannot be validated and cannot be considered official. A waiver of the TOEFL exam is allowed only when a degree has been earned in a country where English is the primary language, or a degree has been earned already in the United States. The SON will also accept the IELTS, the International English Language Testing System that is jointly managed by the University of Cambridge ESOL Examinations, British Council and IDP: IELTS Australia. A band score of 6.5 is expected by the University, with no individual Speaking sub-score below 6.0. A TOEFL ibt of 100 (required for Teaching Assistant position) is equal to an IELTS score of 7.0 overall.

International students must be offered admission to the University and provide evidence of adequate financial resources before a student visa will be issued. The University has been authorized under federal law to enroll nonimmigrant alien students. The University has more than 1000 international graduate students enrolled from more than 96 countries. International students are required to purchase the University-sponsored insurance plan or its equivalent.

All first-time international students are required to attend the Orientation Day for new international students which takes place before classes begin.

All students are required to comply with the University of Delaware Student Health Services' Immunization requirements before beginning classes, unless granted a waiver by the Student Health Services. Please refer to specific requirements on the Student Health Services webpage at <https://sites.udel.edu/studenthealth/immunization-and-medical-history/>.

### **Expected Minimum Requirements for Admission**

Admission decisions will be made by the School of Nursing (SON) PhD Program Subcommittee. Students will be admitted to the program based on enrollment availability, identification of an appropriate and available committee advisor and their ability to meet the following minimum recommended entrance requirements. There are two pathways to admission to the PhD program: Candidates may enter either with a baccalaureate degree in nursing or with a master's degree.

- A baccalaureate in nursing degree from an accredited college or university if entering the BSN to PhD track.
- A master's degree in nursing (or other health related discipline, e.g. health administration) from an accredited college or university if entering the master's to PhD track.
- An undergraduate GPA of 3.0 or higher; and/or a master's degree GPA of 3.5 or higher.
- A written statement of goals and objectives that clearly identifies the applicant's research and curriculum interests and explains how admission to the program will facilitate his or her professional objectives. The statement should indicate how the applicant's research interest aligns with the research expertise of a SON faculty member. One of the personal statement application questions will solicit this information.
- Three letters of recommendation from an academic, employer and/or other professional source who can address the scholarship potential of the applicant. All letters of recommendation should be uploaded by each reference person to the Graduate College online application website.
- Official results from the TOEFL or IELTS exam taken within the last 2 years (for non-native English-speaking applicants only)
- A curriculum vitae or resume
- U.S. applicants must be licensed as a Registered Nurse in Delaware or in home state of residency. International applicants must be licensed as Registered Nurses or the equivalent in their country of origin at the time of application. Applicants will submit copies of their nursing license or equivalent from their country of origin.
- An interview with the PhD program Director and/or PhD faculty member(s) is required prior to admission.
- All students are expected to demonstrate competence in oral and written communication.
- A critical writing sample: This sample should demonstrate the student's ability to critique and synthesize the literature on a specific topic related to his/her dissertation research area of interest. One of the personal statement application questions will solicit this information.
- Knowledge of statistics is expected. Completion of a master's level statistics course in the last five years is required. If students need to complete a statistics course to meet this requirement, but meet all other admission criteria, provisional admission may be granted with the condition that they enroll in an appropriate master's level statistics course before beginning PhD in Nursing Science coursework.

### **Degree Requirements for the Doctor of Philosophy in Nursing**

The Doctor of Philosophy in Nursing Science requires 62 credits including 53 credits of graduate level coursework and 9 credits of dissertation if entering post BSN. Post master's students are required to take 50 credits which includes the 9 credits of dissertation. Students who wish to transfer credits earned at another institution are referred to the Graduate College's policy at <https://grad.udel.edu/policies/>. The coursework will be specified in the student's plan of study and must include the following:

## **Courses**

### **Core Courses (16 credits):**

NURS 810: Philosophical and Theoretical Basis of Nursing Science (3) NURS839: Nurse Scientist Seminar (1)  
NURS843: Policy and Finance for Healthcare Delivery (3)  
NURS849: Philosophy, Theory & Curriculum in Nursing Education (3)  
NURS 850: Dissertation Proposal Seminar (1)  
NURS 870: Writing for Dissemination (2)  
NURS 891: Teaching Practicum (see description below)

### **Research/Methods/Analysis Courses (19 credits):**

Statistics from BHAN, EDUC, PSYCH, SOC, STAT (6)  
NURS 812: Responsible Conduct of Research (1)  
NURS 814: Advanced Quantitative Research in Nursing Science (3) NURS 816: Advanced Qualitative Research in Nursing Science (3)  
NURS 892 Research Practicum (see description below)  
Research Methodology Course (3)  
Course offered by other departments, relevant to student's research focus

### **Cognates (6-9 credits):**

Electives are taken to build substantive knowledge in area of dissertation topic. Electives are intended to enhance and broaden the student's scholarly involvement, build and inter- professional team of advisors, and build toward successful completion of the dissertation. To acquire interdisciplinary knowledge and skills, at least 6 credits of total cognate requirements must be taken in departments outside of nursing. Post-master's students take at least 6 credits and post-BSN students take at least 9 credits of cognate coursework.

### **Post-BSN Bridge Coursework (9 credits):**

For BSN to PhD students, the following three bridge courses are taken in the first year of the program:

- NURS 813 Leadership & Innovation in Population Health (3 credits)
- NURS 844 Population Healthcare Informatics (3 credits)
- NURS 881 Population Health I (3 credits)

### **NURS891: Teaching Practicum (3 credits):**

Students who do not have significant experience teaching in an academic nursing program beyond adjunct clinical teaching are required to complete 3 credits in an independent study teaching practicum. One credit hour for 15 weeks of independent study represents 3-4 hours per week of supervised and/or independent practice, which computes to 45-60 hours/semester/credit hour. Students will register for NURS 891: Teaching Practicum. Teaching practicum mentors may be, but are not required to be, UD SON faculty.

PhD students who have significant experience in an academic setting including both classroom and clinical instruction are eligible to apply for a waiver. They are required to document their academic teaching activities when they apply for the waiver.

**NURS892: Research Practicum (3 credits):**

Students are required to complete 3 credits in a research practicum. One credit hour for 15 weeks of independent study represents 3-4 hours per week of supervised and/or independent practice, which computes to 45-60 hours/semester/credit hour. Students will register for NURS 892. Students may divide the 3 credits over several semesters. Research practicum mentors may be, but are not required to be, UD SON faculty.

**NURS 964: Pre-Candidacy Study (0-12P/F)**

Research and readings in preparation of dissertation topic and/or comprehensive examination for doctoral students before admission to candidacy but after completion of all required course work. Nurs964 credits convert to Nurs969 credits if the student admitted to candidacy before the end of the free drop/add period of the next semester.

**Dissertation (9 credits):**

NURS 969: Doctoral Dissertation (9)

NURS 999: Dissertation Sustaining (to maintain continuous enrollment in regular semesters or in semester of graduation when dissertation work extends beyond semesters in which 9 credits of NURS 969 were completed).

**Post-BSN PhD Course Sequence Full-time Study  
Minimum 62 Credits (inclusive of 9 dissertation credits)**

<b>Year 1</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer*</b>
<b>Nurs810</b> Philosophical & Theoretical Basis of Nursing Science (3) <b>Nurs812</b> Responsible Conduct of Research (1) <b>Nurs813</b> Leadership & Innovation in Population Health (3) <b>Nurs881</b> Population Health 1 (3)  <b>Total: 10 credits</b>	<b>Nurs843</b> Policy & Finance for Healthcare Delivery <b>Nurs844</b> Population Healthcare Informatics <b>Educ856</b> Introduction to Statistical Inference (recommended) (3)  <b>Total: 9 credits</b>	Example: Cognate (3)
<b>Year 2</b>		
<b>Nurs814</b> Advanced Quantitative Research in Nursing Science (3) <b>Nurs839</b> Nursing Science Seminar (1) <b>Educ874</b> Multivariate Data Analysis (recommended) (3) Cognate (3)  <b>Total: 10 credits</b>	<b>Nurs849</b> Philosophy, Theory & Curriculum in Nursing Education (3) <b>Nurs816</b> Advanced Qualitative Research in Nursing Science (3)  Research Methodology Elective (3) OR Cognate (3)  <b>Total: 9 credits</b>	Example: Cognate (3) or <b>Nurs891</b> Teaching Practicum (3) or <b>Nurs892</b> Research Practicum (3)
<b>Year 3</b>		
<b>Nurs870</b> Writing for Dissemination (2) <b>Nurs891</b> Teaching Practicum (3) OR <b>Nurs892</b> Research Practicum (3)  Research Methodology Elective (3) OR Cognate (3)  <b>Total: 8 credits</b>	<b>Nurs891</b> Teaching Practicum (3) OR <b>Nurs892</b> Research Practicum (3)  Research Methodology Elective (3) OR Cognate (3)  <b>Total: 6 credits</b>	Example: Cognate (3) or <b>Nurs891</b> Teaching Practicum (3) or <b>Nurs892</b> Research Practicum (3)
<b>Year 4</b>		
<b>Nurs850</b> Dissertation Proposal Seminar (1) <b>Nurs964</b> (credits as needed for Pre-candidacy Study, Comprehensive Examination)  <b>Total: 1 credit</b>	<b>Nurs969</b> Dissertation (3)  <b>Total: 3 credits</b>	<b>Nurs969</b> Dissertation (3)
<b>Year 5</b>		
<b>Nurs969</b> Dissertation (3)  <b>Total: 3 credits</b>	<b>Nurs969</b> Dissertation (3)  <b>Total: 3 credits</b>	<b>Nurs999</b> Dissertation Sustaining (if needed)

\* Summer enrollment is optional. Enrollment in summer classes must have advisor approval and may require plan of study revision. Tuition assistantships may not fund summer credits.

**Post-BSN PhD Course Sequence Part-time Study  
Minimum 62 Credits (inclusive of 9 dissertation credits)**

<b>Year 1</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer*</b>
<b>Nurs813</b> Leadership & Innovation in Population Health (3) <b>Nurs881</b> Population Health 1 (3)  <b>Total: 6 credits</b>	<b>Nurs843</b> Policy & Finance for Healthcare Delivery (3) <b>Nurs844</b> Population Healthcare Informatics (3)  <b>Total: 6 credits</b>	Example: Cognate (3)
<b>Year 2</b>		
<b>Nurs810</b> Philosophical & Theoretical Basis of Nursing Science (3) <b>Nurs812</b> Responsible Conduct of Research (1) Cognate (3)  <b>Total: 7 credits</b>	<b>Nurs849</b> Philosophy, Theory & Curriculum in Nursing Education (3) <b>Educ856</b> Introduction to Statistical Inference (recommended) (3)  <b>Total: 6 credits</b>	Example: Cognate (3) or <b>Nurs891</b> Teaching Practicum (3) or <b>Nurs892</b> Research Practicum (3)
<b>Year 3</b>		
<b>Nurs814</b> Advanced Quantitative Research in Nursing Science (3) <b>Nurs839</b> Nursing Science Seminar (1) <b>Educ874</b> Multivariate Data Analysis (recommended) (3)  <b>Total: 7 credits</b>	<b>Nurs816</b> Advanced Qualitative Research in Nursing Science (3)  <b>Nurs891</b> Teaching Practicum (3) OR Research Methodology Elective (3) OR Cognate (3)  <b>Total: 6 credits</b>	Example: Cognate (3) or <b>Nurs891</b> Teaching Practicum (3) or <b>Nurs892</b> Research Practicum (3)
<b>Year 4</b>		
<b>Nurs891</b> Teaching Practicum (3) OR <b>Nurs892</b> Research Practicum (3)  Research Methodology Elective (3) OR Cognate (3)  <b>Total: 6 credits</b>	<b>Nurs891</b> Teaching Practicum (3) OR <b>Nurs892</b> Research Practicum (3)  Research Methodology Elective (3) OR Cognate (3)  <b>Total: 6 credits</b>	Example: Cognate (3) or <b>Nurs891</b> Teaching Practicum (3) or <b>Nurs892</b> Research Practicum (3)
<b>Year 5</b>		
<b>Nurs870</b> Writing for Dissemination (2) <b>Nurs850</b> Dissertation Proposal Seminar (1) <b>Nurs964</b> (credits as needed for Pre-candidacy Study, Comprehensive Examination)  <b>Total: 3 credits</b>	<b>Nurs969</b> Dissertation (3)  <b>Total: 3 credits</b>	<b>Nurs969</b> Dissertation (3)
<b>Year 6</b>		
<b>Nurs969</b> Dissertation (3)  <b>Total: 3 credits</b>	<b>Nurs969</b> Dissertation (3)  <b>Total: 3 credits</b>	<b>Nurs999</b> Dissertation Sustaining (if needed)

\* Summer enrollment is optional Enrollment in summer classes must have advisor approval and may require plan of study revision. Tuition assistantships may not fund summer credits.

**Post-master's PhD Course Sequence Full-time Study  
Minimum 50 Credits (inclusive of 9 dissertation credits)**

<b>Year 1</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer*</b>
<b>Nurs810</b> Philosophical & Theoretical Basis of Nursing Science (3) <b>Nurs812</b> Responsible Conduct of Research (1) <b>Nurs892</b> Research Practicum (3) Cognate (3)  <b>Total: 10 credits</b>	<b>Nurs816</b> Advanced Qualitative Research in Nursing Science (3) <b>Nurs849</b> Philosophy, Theory & Curriculum in Nursing Education (3) <b>Educ856</b> Introduction to Statistical Inference (3)  <b>Total: 9 credits</b>	Example: Cognate (3) or <b>Nurs891</b> Teaching Practicum (3)
<b>Year 2</b>		
<b>Nurs814</b> Advanced Quantitative Research in Nursing Science (3) <b>Nurs839</b> Nursing Science Seminar (1) <b>Educ874</b> Multivariate Data Analysis (3)  <b>Nurs891</b> Teaching Practicum (3) OR Research Methodology Elective (3) OR Cognate (3)  <b>Total: 10 credits</b>	<b>Nurs843</b> Policy & Finance for Healthcare Delivery  <b>Nurs891</b> Teaching Practicum (3) AND/OR Research Methodology Elective (3) AND/OR Cognate (3)  <b>Total: 9 credits</b>	Example: Cognate (3) or <b>Nurs891</b> Teaching Practicum (3)
<b>Year 3</b>		
<b>Nurs870</b> Writing for Dissemination (2) <b>Nurs850</b> Dissertation Proposal Seminar (1) <b>Nurs964</b> (credits as needed for Pre-candidacy Study, Comprehensive Examination)  <b>Total: 3 credits</b>	<b>Nurs969</b> Dissertation (3)  <b>Total: 3 credits</b>	<b>Nurs969</b> Dissertation (3) (optional)
<b>Year 4</b>		
<b>Nurs969</b> Dissertation (3)  <b>Total: 3 credits</b>	<b>Nurs969</b> Dissertation (3)  <b>Total: 3 credits</b>	<b>Nurs999</b> Dissertation Sustaining (if needed)

\* Summer enrollment is optional. Enrollment in summer classes must have advisor approval and may require plan of study revision. Tuition assistantships may not fund summer credits.

<b>Post-master's PhD Course Sequence Part-time Study Minimum 50 Credits (inclusive of 9 dissertation credits)</b>		
<b>Year 1</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer*</b>
<b>Nurs810</b> Philosophical & Theoretical Basis of Nursing Science (3) <b>Nurs812</b> Responsible Conduct of Research (1) Cognate (3)  <b>Total: 7 credits</b>	<b>Nurs849</b> Philosophy, Theory & Curriculum in Nursing Education (3) <b>Educ856</b> Introduction to Statistical Inference (3)  <b>Total: 6 credits</b>	Example: Cognate (3) or <b>Nurs891</b> Teaching Practicum (3) or <b>Nurs892</b> Research Practicum (3)
<b>Year 2</b>		
<b>Nurs814</b> Advanced Quantitative Research in Nursing Science (3) <b>Nurs839</b> Nursing Science Seminar (1) <b>Educ874</b> Multivariate Data Analysis (3)  <b>Total: 7 credits</b>	<b>Nurs843</b> Policy & Finance for Healthcare Delivery (3) <b>Nurs816</b> Advanced Qualitative Research in Nursing Science (3)  <b>Total: 6 credits</b>	Example: Cognate (3) or <b>Nurs891</b> Teaching Practicum (3) or <b>Nurs892</b> Research Practicum (3)
<b>Year 3</b>		
<b>Nurs891</b> Teaching Practicum (3) OR <b>Nurs892</b> Research Practicum (3)  Research Methodology Elective (3) OR Cognate (3)  <b>Total: 6 credits</b>	<b>Nurs891</b> Teaching Practicum (3) OR <b>Nurs892</b> Research Practicum (3)  Research Methodology Elective (3) OR Cognate (3)  <b>Total: 6 credits</b>	Example: Cognate (3) or <b>Nurs891</b> Teaching Practicum (3) or <b>Nurs892</b> Research Practicum (3)
<b>Year 4</b>		
<b>Nurs870</b> Writing for Dissemination (2) <b>Nurs850</b> Dissertation Proposal Seminar (1) <b>Nurs964</b> (credits as needed for Pre-candidacy Study, Comprehensive Examination)  <b>Total: 3 credits</b>	<b>Nurs969</b> Dissertation (3)  <b>Total: 3 credits</b>	<b>Nurs969</b> Dissertation (3) (optional)
<b>Year 5</b>		
<b>Nurs969</b> Dissertation (3)  <b>Total: 3 credits</b>	<b>Nurs969</b> Dissertation (3)  <b>Total: 3 credits</b>	<b>Nurs999</b> Dissertation Sustaining (if needed)

\* Summer enrollment is optional. Enrollment in summer classes must have advisor approval and may require plan of study revision. Tuition assistantships may not fund summer credits.



## **Non-Coursework Requirements**

### **Residency requirements**

At least three academic years of graduate work are normally required for the Ph.D. degree. At least one continuous academic year must be devoted exclusively to full-time study (6 credit hours per semester) in the major field in residence at the University of Delaware. This residency requirement may be fulfilled using a fall and spring semester combination or a spring and fall semester combination, but summer or winter sessions do not meet the qualification. Course credit earned in a master's program at the University of Delaware may be applied toward the doctoral degree residency requirement if the candidate is receiving both degrees from the University in the same major field.

### **Comprehensive examination**

A written and oral comprehensive examination will evaluate knowledge in three areas of content at completion of all course work. These areas include core course content, research methods and analysis, and area of cognate concentration. Successful completion of the comprehensive examination is required prior to scheduling the dissertation proposal defense.

### **English proficiency**

It is required that all students in the program be proficient in both the verbal and written English language.

### **University Code of Conduct and academic honesty**

Students are expected to adhere to the University of Delaware Code of Conduct. Violations may result in immediate dismissal from the program. Policies on academic honesty can be found at <http://www1.udel.edu/stuguide/19-20/code.html>

### **Planned program of study and revisions**

Students are required to work with their advisor during their first semester of study to develop a plan of study. The plan must be approved by the academic advisor and the PhD in Nursing Science Program Director by the end of the first semester of study in the PhD program. Potential for transfer of credit and course substitutions will be evaluated on an individual basis by the PhD in Nursing Science Program Director. After approval of the plan of study, students may need to alter their plan due to change of research focus, new course offerings, scheduling conflicts, or other extenuating circumstances. Students who wish to make changes in their plan of study must first obtain approval from their academic advisor and then the PhD in Nursing Science Program Director.

### **Faculty Advisor and Advisement**

Faculty members advise students whose background, goals and objectives are compatible with their own research and funding. The SON PhD in Nursing Science Director matches the student with an advisor. The faculty member serving as advisor accepts responsibility for oversight of the student's academic progress in the program.

The PhD in Nursing Science Program will include a Faculty Advisor/Student Annual Review Period from March 1 - 31 of each year. The annual review is an opportunity for students to meet with their advisor to discuss their progress over the last academic year and plan their

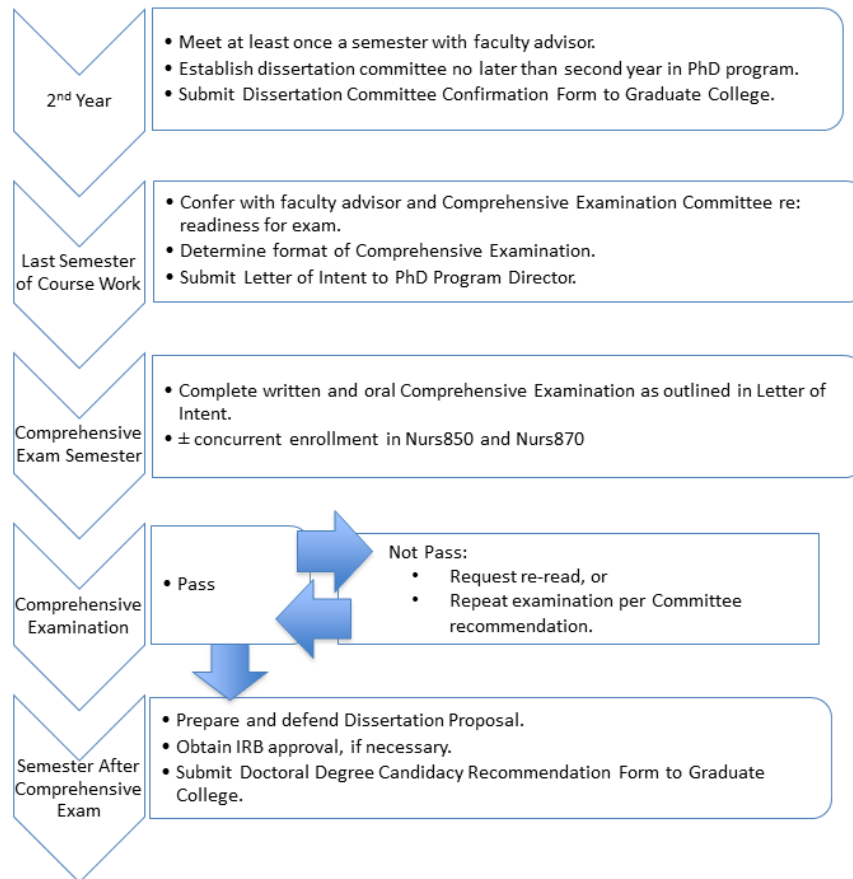
program of study for the next year. Due dates for annual review documentation are as follows:

- March 1 – Student submits annual report of academic progress in Project Concert. Students should include details on their academic progress, completion of required forms, awards and honors, conferences, presentations, publications, service activities, creative activities, funding activities, employment and job placement.
- March 1 – March 31: Faculty advisor meets with student to plan the student’s upcoming academic year’s coursework, scholarly goals, and program progression.
- March 31 - Faculty Advisor completes final reviews of student records and advisor sections (e.g., advising summary, rating of student progress, date of advising) in Project Concert, then PhD Director reviews and signs plan or returns to student and advisor for revision.

If during a student’s academic program, the advisor is unable or unwilling to continue as advisor, the student will discuss options for a new advisor with the SON PhD in Nursing Science Program Director the new advisor must be identified within 6 months for the student to be considered making satisfactory progress toward the degree.

Students may also elect to switch to a different advisor at any time with the approval of the PhD in Nursing Science Program Director and with the consent of the new faculty advisor. Switching advisors does not change the deadlines for completing the requirements for a degree.

## Process and Procedures for Comprehensive Examination



### Definition and Scope of Comprehensive Examination

The purpose of the Comprehensive Examination is to evaluate the student's 1) mastery of knowledge essential for conducting research and knowledge of specific substantive area, 2) ability to integrate and synthesize ideas across theoretical, methodological, and substantive areas, and 3) readiness to develop the dissertation research proposal. The Comprehensive Examination includes a written and oral component, distinct from the written and oral dissertation proposal defense. Satisfactory completion of the comprehensive exam is required before the dissertation proposal may be defended and the student admitted to candidacy.

### Format of the Comprehensive Examination

The student, with approval of their faculty advisor (dissertation committee chair) and dissertation committee members, selects one of the following formats for the written examination:

1. Completion and submission of a research proposal for external funding;
2. Publishable scholarly paper, in the form of a concept analysis, research report, or state of the science paper related to the student's substantive area;
3. Written answers to committee-developed questions that address theory and modes of inquiry, research methods, substantive area of interest, and proposed dissertation research area.

Additional detail on each format is provide in later sections.

### **Comprehensive Examination Committee**

The student's faculty advisor will lead the Comprehensive Exam committee. Two members of the SON faculty who have agreed to serve on the student's dissertation committee will also serve on the Comprehensive Exam committee.

### **Readiness for the Doctoral Comprehensive Examination**

Students take their Comprehensive Exam during their last semester of coursework or during the semester immediately following completion of coursework. The Comprehensive Exam may be scheduled in the same semester the student is enrolled in NURS 850: Dissertation Proposal Seminar, NURS 870 Writing for dissemination, and, NURS 964: Pre-Candidacy Study (if needed). All other PhD core, research/methods/analysis, and cognate course requirements, including any outstanding incomplete grades, must be completed before students are eligible to take the written comprehensive examination. Additionally, the student must have established a dissertation committee and submitted the Dissertation Committee Confirmation form.

[https://www1.udel.edu/gradoffice/forms-new/dissertation\\_committee\\_approval.pdf](https://www1.udel.edu/gradoffice/forms-new/dissertation_committee_approval.pdf) to the PhD Program Director and the Graduate College before scheduling the Comprehensive Exam. Refer to section **Establishment of Dissertation Committee** later in this manual.

During the semester **preceding** the Comprehensive Exam semester:

- The student meets with their faculty advisor to plan the timing and format of the Comprehensive Exam. Students are encouraged to confer with their faculty advisor regularly throughout their program of coursework about options for the Comprehensive Exam.
- The faculty advisor will call the initial meeting of the committee to meet with the student to explore their level of preparedness. Students are expected to provide committee members with written documentation of their preparedness at least a week before the interview (e.g., courses taken), including the Specific Aims page of their proposed dissertation or the equivalent detailing their proposed dissertation research. The faculty advisor and committee members must approve the format of the Comprehensive Examination and the topic addressed in Option 1 or Option 2 below.
- The student may meet with the committee to review an outline and draft of the proposal or scholarly paper.
- The faculty advisor notifies the PhD Program Director of the format and schedule planned for the student's Comprehensive Exam.

### **Written comprehensive examination**

Option 1: Research proposal for external funding. A research proposal in the format of, or similar to, a NIH grant that will be submitted for external funding, may serve to satisfy the requirements of the written Comprehensive Exam. The proposal is expected to include the major sections required in a NIH grant proposal (e.g. Specific Aims, Research Strategy, References, Biographical Sketch, Budget, Budget Justification, Protection of Human Subjects, and if appropriate, Training Plan and Letters of Support), although the faculty advisor and committee members have the discretion to approve a research proposal of comparable rigor that does not include the full complement of NIH proposal requirements. The intent is that the research proposal will be further refined and revised, submitted for funding, and developed into the Dissertation Proposal.

Option 2: Publishable Scholarly Paper. A scholarly paper, such as a formal concept analysis, research report, or substantive state of the science review in the area of interest identified for dissertation research, may serve to satisfy the requirements of the written Comprehensive Exam. The paper is limited to 20 double-spaced typed pages of text (references, tables, and figures not included) and should follow American Psychological Association guidelines. Students should follow established and published methods specific to the type of manuscript written. This manuscript must be of publishable quality and may serve to partially fulfill the requirements for the manuscript option dissertation. The manuscript may not have been published, or submitted for publication, to meet criteria for Option 2 of the Comprehensive Exam.

For both Options 1 and 2, most of one semester is permitted to write these documents. During the Comprehensive Exam semester, the student may seek advice from their faculty advisor about the process and timeline of completing the examination. Together, the student and faculty advisor will develop a schedule for submission and review of designated sections of either document. The schedule and specific deliverables will be documented on the Comprehensive Examination Contract (Form A in Appendix B).

Option 3: Traditional take-home exam. The Comprehensive Exam Chair and committee members prepare questions at the request of the chair. The Chair ensures the following areas are addressed in the questions: Nursing and healthcare theory analysis and development, research methods and analysis, and substantive/cognate area of interest.

The faculty advisor is responsible for delivering the examination to the student at the agreed upon date and time as a Word document in either hard copy or email attachment. Upon receiving the exam questions, the student is provided an opportunity to clarify with their faculty advisor the intent of the questions. Following that initial clarification, the student must complete the exam without further discussion within **two weeks** of exam distribution.

### **Oral Examination**

The oral component of the Comprehensive Examination is an in-depth discussion between the student and the committee to provide the opportunity for the student to defend and address any weaknesses in the written exam. In preparation for the oral exam, and following submission of the written exam, the student may request feedback from their advisor to prepare for the oral exam. The faculty advisor and committee members may suggest issues for the student to consider. The oral exam shall be scheduled for a **two-hour period** to allow adequate time for committee discussion and deliberation. On the day of the examination, the students and committee meet in a private and pre-arranged location. The committee will pose questions that require the student to clarify and expand on content in the written exam. The student is then asked to wait outside the room during the committee discussion, led by the committee chair. The oral exam concludes with the student invited back to the room and delivery of the committee decision.

Students are encouraged to take both written and oral comprehensive exams in the same semester. The oral examination must be scheduled within a **four-week period** following completion of the written examination. Faculty will have at least **two weeks** to read the written examination prior to the oral exam. The oral exam must be held prior to the last class day of the semester in which the student is enrolled. Both the written and oral exam must be held when UD is in session, which does include summer and winter sessions.

### **Successful Completion of the Comprehensive Examination**

The written exam and oral defense must be judged by three committee members to have met the purpose of the Comprehensive Exam. The outcome of examinations is determined by majority vote. There are four possible outcomes: Pass with distinction, Pass, Conditional Outcome, Fail. The chair must notify the Director of the PhD of the outcome.

If the committee is satisfied with the quality of the work, the student will receive a grade of Pass with distinction or Pass. Successful completion of the Comprehensive Examination shall be recorded on the SON Comprehensive Examination Results Form (Form B in Appendix B). Successful completion of both the written and oral Comprehensive Examination is required before the dissertation proposal may be defended.

If Conditional Outcome is determined, the student is informed in person at the conclusion of the oral examination meeting and the committee chair will provide a written evaluation within **one week** of initial notification. Students receiving this grade will be required to complete additional work within **two months** of formal notification of the committee's decision. At the committee's discretion, the student may be asked to take additional coursework, revise portions of the written exam, or produce other scholarly work. The committee will also determine the need for an additional oral examination.

If the committee is not satisfied with the quality of the work, the student will receive a grade of Fail. This determination will be explained at the conclusion of the oral examination meeting and the committee chair will provide a written evaluation within one week of initial notification.

Students who fail the Comprehensive Examination may request a re-reading from the original examination committee. This request is to be submitted within 14 days of the student receiving the detailed written evaluation.

### **Repeat Examinations**

Successful passing of the written and oral examination is required prior to scheduling the dissertation proposal defense. Only one repeat of the Comprehensive Examination is permitted. The committee will decide whether all parts or just the failed parts should be reexamined. The repeated Comprehensive Exam may not be scheduled in the same semester in which the failed examination occurred. The time and manner of the second examination will be determined by the committee and will be stated in writing and given to the student. The student who fails a repeat examination or fails to take the repeat examination as directed by the committee shall be dismissed from the program.

### **Guidelines for approving research proposals involving human or animal subjects**

Students are required to complete Human Subjects training prior to conducting research. Students must receive approval from the University Institutional Review Board (IRB) and any other required regulatory review boards (including facility or hospital) as early as possible prior to the presentation and defense of a dissertation proposal that involves the use of human subjects.

Information about developing consent forms and submitting studies for review by the IRB can be obtained from the UD Office of Research Web link: Human Subjects Review Board Protocol Review & Approval Procedures [http://www.udel.edu/research/preparing/hum\\_ansub-protocolreview.htm](http://www.udel.edu/research/preparing/hum_ansub-protocolreview.htm) 1

### **Establishment of Dissertation Committee**

The student will select a dissertation chair upon approval of the academic advisor (who maybe the same) and with approval of the PhD in Nursing Science Program Director. The student and his/her dissertation chair will create a dissertation committee at the time the student begins to develop the dissertation proposal.

The dissertation committee shall include at least three university faculty members from within the PhD in Nursing Science program, and one member from outside of the program. The dissertation chair must be a member of the faculty in the PhD in Nursing Science program, and at least one of the committee members must be from outside the SON with the approval of the PhD in Nursing Science Program Director. All PhD dissertation committee members must hold a doctoral degree.

Faculty who have retired or resigned from the university may maintain committee membership or continue to chair committees of students whose work began under their direction prior to their retirement or departure from the university. Faculty who do not have regular faculty status may co-chair the dissertation committee provided that the other co-chair meets the definition for regular faculty status.

Outside committee members must hold a doctoral degree and may include individuals not affiliated with the University of Delaware SON. These individuals from outside of the University maybe nationally recognized for their expertise in the content or methodology of the dissertation research. The PhD in Nursing Science Program Director must approve dissertation committee members from outside of the SON and from outside the University.

### **Departmental and Student Procedures for Changes in Committee Members**

It is expected that the student will have a proposal that develops and evolves during the course of study. If the research focus varies significantly from the original plan, or in the case of other extenuating circumstances, students may request to change their dissertation committee chair and committee members. The dissertation chair can only be changed with approval of both the current and prospective dissertation chair and the PhD Program Director. Other members of the committee may change due to various extenuating circumstances. It is the responsibility of the student in conjunction with the dissertation chair to replace members who withdraw from the committee during the dissertation process.

## **Procedures for Dissertation Approval in the School of Nursing**

### **Defense of the dissertation proposal**

A copy of the dissertation proposal must be available to faculty dissertation committee members at least two weeks in advance of the proposal defense. The dissertation proposal defense will be scheduled only after a majority of members of the dissertation committee have determined that a defense is appropriate. The candidate will present a summary of the proposed research, and will then field questions from the committee, attending faculty, and invited guests. After all questions have been fielded, the dissertation committee will meet privately to decide whether the proposal is accepted, rejected, or accepted with stipulations. A majority vote of the committee is required to accept the proposal. Results of the meeting will then be presented to the student. Committee members should sign the final copy of the approved proposal. A signed copy of the approved dissertation proposal should be forwarded to the Sr. Associate Dean for Nursing. The Sr. Associate Dean for Nursing signs the Doctoral Degree Candidacy Recommendation Form.

[http://www1.udel.edu/gradoffice/forms-new/Doctoral\\_Degree\\_Recommendation.pdf](http://www1.udel.edu/gradoffice/forms-new/Doctoral_Degree_Recommendation.pdf)

### Dissertation Format

The format of the dissertation must adhere to guidelines specified in the University's Thesis and Dissertation Manual. Instructions are available electronically on the Web at <https://grad.udel.edu/policies/graduation-policies/#thesis-dissertation>

The dissertation must represent the candidate's own work and contribute original and significant knowledge to the field of nursing science. Two dissertation formats are appropriate: the traditional book style dissertation and the manuscript style dissertation. The best option depends on the type of research planned.

The dissertation format must be approved by the student's Dissertation Committee **no later than** the proposal defense. Deviation from this schedule will be considered on a case-by-case basis and requires approval from the dissertation committee and the PhD Program Director.

The following table outlines the structure and content of the book style and manuscript style dissertation formats:

	Book style dissertation	Manuscript style dissertation
Chapter Requirements	Minimum of 5 chapters, may be more. Chapter 1: Introduction and Specific aims Chapter 2: Substantive review of the literature/conceptual framework Chapter 3: Methods Chapter 4: Results Chapter 5: Discussion	Minimum of 5 chapters, may be more. Chapter 1: Introduction Chapter 2: Manuscript 1 (may be Review of the Literature or other non data-based manuscript) Chapter 3: Manuscript 2 (data-based manuscript pertaining to dissertation topic) Chapter 4: Manuscript 3 (MUST be manuscript of dissertation findings) Chapter 5: Summary chapter synthesizing conclusions, implications for practice and future research directions
Manuscript Requirements	None	Minimum of 3. At least <b>two</b> manuscripts must be data-based.
Manuscript Types	Not applicable	Data-based manuscripts may be, but are not limited to, results paper, psychometric testing, meta-analysis, meta-synthesis, and pilot study Other types of papers include, but are not limited to, systematic or integrative literature review, concept analysis, methods paper, theory development, clinical application of research results to practice
Manuscript Status	Not applicable	One manuscript must be submitted for publication or published before scheduling the dissertation defense.



		Two other manuscripts must be suitable for publication at the time of the dissertation defense.
Timing of Publication	Not applicable	Manuscripts must be submitted or published AFTER matriculation into the PhD program.
Authorship	<ul style="list-style-type: none"> <li>● PhD candidate is sole author of the dissertation book</li> <li>● Authorship of manuscripts post dissertation should be discussed prior to graduation</li> <li>● Authorship should be based on contribution above and beyond reading dissertation drafts</li> </ul>	<ul style="list-style-type: none"> <li>● PhD candidate is sole author of the dissertation book</li> <li>● PhD candidate <b>must be first author</b> of all dissertation manuscripts</li> <li>● Dissertation manuscripts may have co-authors</li> <li>● Authorship should be based on contribution above and beyond reading dissertation and/or manuscript drafts</li> </ul>
References	End of each chapter PLUS comprehensive reference list	End of each chapter PLUS comprehensive reference list

### Requirements for the Manuscript Dissertation

1. Each manuscript to be included in the dissertation must be substantially related to the topic of the dissertation and comparable in scope and contribution to the traditional dissertation.
2. Three manuscripts are required in the manuscript option, two of which must be data-based, and one of which must be submitted for publication before scheduling the dissertation defense. No more than two manuscripts to be submitted for the dissertation may be published or accepted for publication prior to proposal defense.
3. Each manuscript must be prepared under the supervision of at least one member of the dissertation committee and submitted for publication after matriculation into the PhD program.
4. The student must be the first author of all manuscripts included as a major component of the dissertation. Manuscripts on which the student is not the first author may be in the appendix and cited in Chapters 1-5 but will not be considered for meeting manuscript requirements.
5. Co-authorship on dissertation manuscripts should reflect actual contributions, not planned contribution prior to completing the scholarly work.
6. Potential content, authorship, target journals, and anticipated dates for submission of each paper will be agreed upon by the student and dissertation committee members at the proposal defense meeting. (See Form C in Appendix B) Changes to planned content must have committee approval and Form C must be revised to reflect the applicable changes.
7. All dissertation committee members must agree that papers not yet submitted at the time of the dissertation defense are ready for publication and comply with the plan set forth in Form C (Appendix B).
8. Papers submitted for publication prior to the final dissertation defense must have approval of all dissertation committee members to be included in the dissertation.
9. If a manuscript has already been published, the student needs to obtain permission from the publisher to include the final version in the dissertation.

## **Format of the Manuscript Dissertation**

1. Manuscripts already published should be included in their entirety in manuscript form, not the published article form.
2. Manuscripts accepted, submitted, or to be submitted for publication should be written in the style, substance, and format of the target peer-reviewed journal.
3. Each dissertation manuscript should include an introductory page that includes the manuscript title, proposed or actual authorship and the contribution of each author (may use specific journal criteria or the International Council of Medical Journal Editors criteria), name of target journal, and anticipated status at time of the dissertation defense. This introductory page should include a statement that describes the journal focus and impact factor.
4. In-press manuscripts must include a copy of the acceptance notification at the end of the chapter.
5. Chapter 1 of the manuscript option dissertation serves as the Introduction to the entire dissertation book. It should include a description of the study problem and the purpose of the research, its significance, and the aims or research questions approved by the dissertation committee in the proposal defense. Chapter 1 should discuss the relationship of the manuscripts to each other and with the entire body of proposed research.
6. The review of literature, theoretical framework/model/theory, methods, and results can be described within the published/publishable papers. Each paper becomes a separate chapter of the dissertation and clearly links to one or more aims of the dissertation research. Additional chapters may be needed if the dissertation manuscripts fail to address all study aims and questions.
7. A final dissertation chapter should summarize three manuscripts, synthesize the findings for all study aims, interpret the contribution to nursing science of the overall study results, and identify implications for research and practice.
8. Each manuscript in the dissertation must have its own set of references and the style of the references may differ from one manuscript to the other depending on specific journal requirements. In addition, a comprehensive reference list that includes all cited sources in the dissertation book must be written in APA style and included in the Back Matter section of the dissertation book.
9. Appendices are optional and follow the complete reference list in the Back Matter of the dissertation book.

## **Defense of the dissertation**

The dissertation defense will be scheduled only after the dissertation committee chair has determined that a defense is appropriate. A copy of the dissertation must be made available to faculty dissertation committee members at least two weeks prior to the dissertation defense. The candidate will present a summary of the completed research and will then field questions from the committee attending faculty, and invited guests. After all questions have been fielded, the dissertation committee will meet privately to decide whether the dissertation is accepted, rejected, or accepted pending revisions. A majority vote of the committee is required to accept the dissertation. Results of the meeting will then be presented to the student.

## **Timetable and Definition of Satisfactory Progress towards the Degree**

### **Academic load and progression**

Students who are full time will enroll in 9 credits each semester. Per University policy, students who are hired as research assistants or teaching assistants may enroll in 6 credits each semester and be considered full time. The PhD in Nursing Science Director/Subcommittee will review the progress of each student annually and students will receive written notification of goals met and goals to achieve in the coming year. Students will be notified in writing if they are not progressing as planned. The PhD in Nursing Science Program Director/Subcommittee will request a written justification of the student's failure to progress and will request a revised plan of study.

### **Grade requirements**

A passing grade is required for all pass/fail courses and examinations. Students must have a minimum overall cumulative grade point average of 3.0 to be eligible for the degree. Students are required to obtain a B- or above in all graded courses to progress in the program. All graduate-numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative index. Credit hours and courses for which the grade is below "C-" do not count toward the degree even though the grade is applied to the index. Student who fail an examination are required to successfully complete the examination within 6 months.

Only courses listed within the student's approved plan of study may be used toward the degree requirements. Students who wish to make changes in their program of study must obtain approval from their advisor and the PhD in Nursing Science Program Director for all changes.

### **Consequences for failure to make satisfactory progress**

The UD time limit policy can be accessed at <https://grad.udel.edu/policies/graduate-academic-policies/#progress>. Students entering a doctoral program with a master's degree are given ten consecutive semesters to complete the requirements. Students entering a doctoral program without a master's degree are given fourteen consecutive semesters to complete the requirements. Students who fail to progress in course work as planned will be notified in writing of their progress by the PhD in Nursing Science Program Director/Subcommittee. Students are required to submit a written revised plan to continue in the PhD in Nursing Science Program. This revised plan must be approved by the PhD in Nursing Science Program Director. Each student will be evaluated on an individual basis for extenuating circumstances influencing their progress toward degree completion.

Students requesting an extension of their time of study must submit a written request to their academic advisor and the PhD in Nursing Science Program Director. The request will be forwarded to the University's Graduate College. The Graduate College will determine the student's eligibility for a time extension and will notify the student in writing of its decision to grant an extension.

Academic deficiencies (cumulative grade point average < 3.0) are handled using the University's Academic Probation Policy. <https://grad.udel.edu/policies/graduate-academic-policies/#probation>

### **Protocol of grievance procedure if student recommended for program termination**

Students who feel that they have been graded inappropriately or receive what they perceive as an unfair evaluation by a faculty member may file grievances in accordance with the University of Delaware policies. See <http://www.udel.edu/stuguide/10-11/grievance.html> Students are

encouraged to contact the School of Nursing PhD in Nursing Science Program Director, and/or the Sr. Associate Dean for Nursing prior to filing a formal grievance in an effort to resolve the situation informally.

## **Dissertation Progress Timetable and Guidelines**

### **University requirements and deadlines for admission to doctoral Candidacy**

Upon the recommendation of the doctoral student's dissertation committee and the Sr. Associate Dean for Nursing, students may be admitted to candidacy for the Ph.D. degree. The stipulations for admission to doctoral candidacy are that the student has (1) a program of study approved; (2) completed one academic year of full-time graduate studying residence at the University; (3) passed the comprehensive exam; and (4) had a dissertation proposal accepted by the dissertation committee. Admission to Doctoral Candidacy submission deadlines are published at the following link: <https://grad.udel.edu/policies/step-by-step-guide-to-graduation/Responsibility> or seeing that admission to candidacy is secured at the proper time rests with the student. The Doctoral Degree Candidacy Recommendation Form is available at [http://www1.udel.edu/gradoffice/forms-new/Doctoral\\_Degree\\_Recommendation.pdf](http://www1.udel.edu/gradoffice/forms-new/Doctoral_Degree_Recommendation.pdf).

### **Registration requirements prior to doctoral candidacy**

Course registration requirements are determined by the student's approved program of study. Once the student has registered for all course requirements in a program of study but has not yet met all the stipulations for passing into candidacy, the student must maintain registration during the fall and spring semesters in course(s). Students who are classified G1 (pre-candidacy) and are holding a graduate assistantship or tuition scholarship must be registered for a minimum of six graduate credits, and those holding a fellowship must be registered for a minimum of nine graduate credits.

### **Registration requirements following admittance to doctoral candidacy**

Once a student has met all the stipulations for candidacy and becomes classified with G2 status (candidacy), the student is required to register for nine credits of Doctoral Dissertation. Students may not register for Doctoral Dissertation until admitted to candidacy (G2 status). Registration in Doctoral Dissertation and Doctoral Sustaining (999) is restricted to students with G2 status. Once the student has registered for nine credits of Doctoral Dissertation, the student is required to maintain matriculation in the doctoral program by registering in Doctoral Sustaining (999) in subsequent semesters until the degree is awarded. All students must be registered in the term in which the degree is officially awarded. Sustaining registration is required in summer/winter session if the degree is awarded at the conclusion of the summer/winter session. Students must complete the Application for Advanced Degree well in advance of their intended graduation date; application deadlines are posted on the Graduate College webpage at <https://grad.udel.edu/policies/step-by-step-guide-to-graduation/>.

### **Defense of the dissertation**

The format of the dissertation must adhere to guidelines specified in the University's Thesis and Dissertation Manual. The manual is available electronically on the Web at: <https://grad.udel.edu/wp-content/uploads/2019/06/UD-Thesis-Manual-6-19.pdf>

The dissertation defense will be open to the public, and invitations will be sent to all College of Health Sciences (CHS) faculty and students at least two weeks prior the defense date. Completion of

the Dissertation Defense Form at <https://sites.udel.edu/gradoffice/dissertation-defense/> must be completed **at least two weeks** in advance of the dissertation defense.

The dissertation is expected to reflect the results of original and significant research written in a scholarly and literate manner worthy of publication. The dissertation must be approved by the dissertation chair, the CHS Dean, the Sr. Associate Dean for Nursing, and the Associate Provost for Graduate and Professional Education.

### **Dissertation Forms Required**

The dissertation is to be signed by the dissertation chair and all members of the dissertation committee (see instructions below for second approval page). The Certification of a Doctoral Dissertation Defense form that must be submitted to the Graduate College is available at: [http://www1.udel.edu/gradoffice/forms-new/certification\\_doctoral\\_dissertation.pdf](http://www1.udel.edu/gradoffice/forms-new/certification_doctoral_dissertation.pdf)

The dissertation must be submitted to the Graduate college for approval by the announced semester deadline of the Graduate College. The student sets up an appointment with the Graduate College to submit the required documents. Detailed instructions for completing the dissertation process and preparing for graduation are found on the web at the “Step-by-Step Guide to Graduation” section at <https://grad.udel.edu/policies/step-by-step-guide-to-graduation/>

**Three originals** of the following documents printed on 25% cotton bond paper are submitted at the appointment with the Graduate College:

- Title page
- First approval page with original signatures of the Chair and Dean of the College (i.e., Sr. Associate Dean for Nursing and CHS Dean); the Graduate College will secure the signature of the Interim Vice Provost upon final approval of the document
- Second approval page with original signatures of the Professor(s) in charge of the dissertation and the other members of the Committee
- Abstract

Only one original is needed for the following forms:

- Certification of Doctoral Dissertation Defense
- Reprint Permission Letters, if applicable
- Third party software licenses, if applicable

Students must also 1) submit an electronic version of the dissertation to the Graduate College by the official deadline for each semester and, 2) complete the Survey of Earned Doctorates online at <https://sed-ncses.org>.

### **General Student Responsibilities & Resources**

Students must make sure that their current correct name, home address, e-mail address, and home and work telephone number(s) are on file in the Graduate Office of the School of Nursing so that they can be reached as needed. Students must also update the University Student Information System records through UDSIS([www.udel.edu/udsis](http://www.udel.edu/udsis))

Students teaching and/or doing research in the School of Nursing laboratories and/or affiliated clinical agencies must comply with the mandatory clinical requirements (see mandatory clinical requirements) Additional requirements may be necessary dependent on the healthcare agency to which a student affiliates.

Vehicles are not provided for SON students. Students are responsible for their own transportation to class, laboratory, research and other clinical sites.

Students will have access to the SON copy machine for use when conducting work as research assistants and teaching assistants. Students will have access to the SON faculty computer room in McDowell Hall when working as research and teaching assistants. A PhD Student Resource Room is available on the third floor of McDowell Hall and includes carrels/desks, computers, a telephone, and storage/file cabinets. Students have access to McDowell Hall Computing Center during normal operating hours.

### **Student Government and Organizations**

Participation in School of Nursing committees will be solicited as needed. Students will be encouraged to become involved in the University's Graduate Student Senate. Doctoral students also will be encouraged to become active members of professional organizations such as the Eastern Nursing Research Society, American Nurses Association, Delaware Nurses Association, Sigma Theta Tau International (including the University's Beta Xi chapter), and other professional organizations representing their clinical specialty and research interests.

### **Graduate Student Travel Support**

Travel for professional meetings or presentations will be funded as grants and SON funds allow. Decisions will be made on an individual basis. The SON will help with support for travel expenses incurred by full-time graduate or PhD graduate students who are making formal presentations of their scholarly work at regional, national, and international meetings of recognized professional organizations. Full-time PhD graduate student who is presenting at a conference will need to provide verification of acceptance with the travel request. If travel involves reporting on sponsored research, it will be appropriate to pay for that travel with grant monies.

Information on how to request travel funds is found below. Please note that this will be strictly adhered to for all graduate/PhD student travel. All requests for travel support must be sent to the Director of the PhD Program by **October 31** for travel anticipated in the academic year. Applications will be reviewed quickly, and students will be notified if their application was approved at the SON level.

### **Travel Application Process**

After approval by the SON, and the student has received confirmation that their paper or poster has been accepted for presentation, submit the Professional Development Award Application Form online at <https://grad.udel.edu/professional-development-award-application-form/>. Students must apply to the Graduate College for travel funding to receive any travel funds from the SON. When completing the application, and in addition to your advisor's information, the department business contact and the Sr. Associate Dean for Nursing should be listed. The deadline for application for a travel award is one month prior to the beginning of travel. Awards are limited to one per academic year and to two awards during the course of graduate study.

If students have applied to present at a conference but do not know their acceptance status by the October 31 deadline, or, if students are considering submitting a conference abstract for presentation, they should still apply or funding from the SON by the deadline. Upon conference acceptance, the Professional Development Award Application Form may be submitted to the Graduate College. All SON travel awards will be approved for the year by November 30 and no additional travel awards will be approved later in academic year, except in extenuating circumstances with permission of the Program Director.

See the maximum award available from the Graduate College for the academic year; however, funds may be provided at a lower level. The SON will match the award offered by the Graduate College for at least \$300. If the total amount of a trip is less than the combined SON/Graduate College award, each unit will provide up to half of the cost of the trip.

As soon as students receive approval for travel and have submitted the Professional Development Award Application Form online, they should make an appointment with SON Sr. Associate Dean for Nursing's Administrative Assistant (AA) to arrange for travel and conference registration fees to be paid per UD procedures.

Only conference registration, travel arrangements (air, train, and ground) and lodging/hotel will be reimbursed. The funds may not be used for meal expenses. All receipts, including travel documents (airline or train tickets and boarding passes), conference registration, and lodging/hotel invoices must be kept and submitted to the Sr. Associate Dean for Nursing's AA upon the student's return.

Students must be able to provide verification that they were a conference presenter/participant, not just an attendee. Refer to Travel Award instructions described by the Graduate College including preparing a 300-word summary statement and providing images of the conference event.

### *Approvals:*

*4-12-2010 / PhD in Nursing Science Program Approved by University of Delaware Faculty Senate;*

*5-11-2010 / PhD in Nursing Science Program Approved by University of Delaware Board of Trustees;*

*2-20-2013 / Revisions to the Process and Procedures for Comprehensive Examination Approved by the PhD in Nursing Science Subcommittee and the SON Graduate Education Committee.*

*5-8-2014/Manual revised and updated June 2017; October 2017;*

*August 16, 2018 MSN/DNP/PhD faculty;*

*4-20-2020/ PhD in Nursing Science Program Approved by University of Delaware Faculty Senate.*

**Appendix A**  
**DNP PROJECT**  
**FORMS**  
**and**  
**TOOLS**



**UD School of Nursing**  
**DNP Project Team Appointment or Change**

Check one:

\_\_\_\_\_DNP Project Team Appointment

\_\_\_\_\_DNP Project Team Change (Please specify changes and rationale\_\_\_\_\_)

Student's Name\_\_\_\_\_

Student's Signature\_\_\_\_\_

Date Submitted \_\_\_\_\_

I request that the following be appointed to my DNP Project Team:

\_\_\_\_\_

\_\_\_\_\_  
Name of Faculty Project Mentor  
(*required*)

\_\_\_\_\_  
Signature, Faculty Project Mentor

\_\_\_\_\_  
Agency Mentor (*required*)

\_\_\_\_\_  
Signature, Agency Mentor

\_\_\_\_\_  
DNP Program Coordinator

\_\_\_\_\_  
Signature, DNP Program Coordinator

\_\_\_\_\_  
Associate Dean of Education and  
Practice

\_\_\_\_\_  
Signature, Associate Dean of Education  
and Practice

\_\_\_\_\_

**University of Delaware  
DNP Project  
Scientific Review Board Decision Routing Sheet**

DNP Project Title: \_\_\_\_\_

DNP Project Student: \_\_\_\_\_

DNP Project Proposal is ready for IRB evaluation \_\_\_\_\_ Yes \_\_\_\_\_ No

DNP Faculty Project Mentor Signature: \_\_\_\_\_

***The following must be filled out for the UD IRB Committee Chair.***

\_\_\_\_ Begin the study

\_\_\_\_ Revise as indicated and begin the study

\_\_\_\_ Revise as indicated and resubmit to the IRB

IRB Chair Signature: \_\_\_\_\_

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

**UD School of Nursing**

**DNP Project Proposal Evaluation Framework**

**Student's Name** \_\_\_\_\_

**Title of DNP Project:** \_\_\_\_\_

	<b>Satisfactory as Presented</b>	<b>Satisfactory with Following Recommendations</b>	<b>Unsatisfactory</b>
<b>PROBLEM: Background/Significance</b>			
Background information/literature supports problem			
Problem/need for change clearly identified			
Other:			
<b>EVIDENCE:</b>			
PICO identified			
Search strategies/PRISMA Diagram presented			
Evidence Identified and Synthesized			
Project Purpose & Aims Identified			
Evidence-Based Methods Identified & preliminary plan for translation described			
Framework (theoretical/translation) is evident and appropriate			
Other:			

**Overall evaluation (circle one):**

**Accept the proposal.**

DNP Project Faculty Mentor will obtain signatures on the DNP Project Proposal Approval Form and file on behalf of the DNP Project Team.

**Conditionally accept with minor revisions and no re-review.**

DNP Project Faculty Mentor will obtain signatures on the DNP Project Proposal Approval Form, but not file until revisions are completed. The student will submit a final/revised project proposal to DNP Project Faculty Mentor within one month of the proposal defense meeting.

Describe Revisions:

**Require major revisions and re-review.**

The student must develop a significantly revised proposal. The DNP Project Faculty Mentor will work with the student on the revision. The DNP Project Team will review the new proposal and all prior steps will be repeated.

Describe Revisions:

**Reject the proposal.**

The student must develop a significantly revised or new proposal. The DNP Project Faculty Mentor will work with the candidate on the revision. The DNP Project Team will review the new proposal and all prior steps will be repeated.

Describe Revisions:

**DNP Faculty Project Mentor Signature:** \_\_\_\_\_

**DNP Faculty NURS 874 DNP Project II Signature:**  
\_\_\_\_\_

**DNP Student Signature:** \_\_\_\_\_

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

**UD School of Nursing**  
**DNP Project Proposal Approval Form**

**Formal approval is hereby given to this submitted DNP Project proposal:**

Student's Name	Student's Signature
Date	
Title of DNP Project Proposal	
Name of Faculty Mentor ( <i>required</i> )	Signature, Faculty Mentor
Name of Agency Mentor ( <i>required</i> )	Signature, Faculty Mentor Member
Name of Faculty NURS 874 DNP Project II: Planning and Development	Signature, Faculty NURS 874 DNP Project II: Planning and Development

**NOTE: Student is required to bring this sheet to the DNP Project proposal presentation and give to DNP Faculty Mentor at the beginning of the session.**

**Rev 6/4/2019**

**UD School of Nursing  
DNP Final DNP Project Presentation Evaluation**

**Student's Name:** \_\_\_\_\_

**Title of DNP Project:** \_\_\_\_\_

Overall evaluation (circle one):

**a. Approve the DNP Project**

Project Faculty Mentor will obtain signatures on the DNP Project Final Approval Form and file approval of the DNP Project on behalf of the DNP Project Team.

**b. Conditionally approve the DNP Project with minor revisions.**

DNP Project Faculty Mentor will obtain signatures on the DNP Project Final Approval Form but will not approval of the DNP Project on behalf of the DNP Project Team until revisions are completed. The student will submit a final revised project to DNP Faculty Mentor within two weeks of the proposal defense meeting.

Revisions include the following:

**c. Reject the DNP Project**

The student must develop a significantly revised or new proposal. The DNP Faculty Mentor will work with the candidate on the revision. The DNP Project Team will review the new proposal and all prior steps will be repeated.

Comments:

**DNP Project Faculty Mentor Signature:** \_\_\_\_\_

**DNP Project Agency Mentor Signature:** \_\_\_\_\_

**DNP Director Signature:** \_\_\_\_\_

**DNP Student's Signature:** \_\_\_\_\_

**Assoc. Dean Signature:** \_\_\_\_\_

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

**UD School of Nursing**  
**DNP E-Portfolio Evaluation**

The DNP E-Portfolio is one of the Required Elements of the DNP Project and a Graduation Requirement.

DNP E-Portfolios will be introduced in DNP Project I and Reviewed for completion in DNP Project II, III and IV.

Faculty for DNP Project II, III and IV will complete and evaluate the DNP E-Portfolio using the following rubric.

DNP E-Portfolios must score at least 45 out of 50 points for the student to advance to candidacy.

	<b>Poor 1</b>	<b>Good 2</b>	<b>Fair 3</b>	<b>Very Good 4</b>	<b>Excellent 5</b>
1.DNP E-Portfolio is complete with all required elements/documents					
2. DNP E-Portfolio provides access to all artifacts for observation					
3. DNP E-Portfolio demonstrates progressive growth					
4. DNP E-Portfolio provides tangible evidence of competence and leadership for APRN					

5. DNP E-Portfolio demonstrates leadership in the use of information systems /patient care technology					
6. DNP portfolio demonstrates effective use of current scientific underpinnings for practice related to practice scholarship and EBP					
7. DNP E-Portfolio incorporates the use of interdisciplinary collaboration in improving patient and population health outcomes					
8. DNP E-Portfolio employs advocacy for healthcare through policy analysis and development					



9. DNP E-Portfolio utilizes systems leadership theory for quality improvement and systems thinking					
10. DNP E-Portfolio identifies APRN strategies for practice prevention and population health					

Comments:

Course: \_\_\_\_\_

Faculty signature: \_\_\_\_\_

Student signature: \_\_\_\_\_

**UD School of Nursing  
DNP Student Evaluation for Graduation Checklist**

**Student Name:** \_\_\_\_\_

**DNP Track:** \_\_\_\_\_

**DNP Project Faculty Mentor:** \_\_\_\_\_

<b>Item</b>	<b>Dated Completed</b>	<b>Approved by</b>	<b>Signature</b>
<b>Required Courses Completed with minimum of B-</b>		<b>DNP Director</b>	
<b>3.0 GPA</b>		<b>DNP Director</b>	
<b>1,000 Practicum Hour</b>		<b>DNP Director</b>	
<b>DNP Project Brief</b>		<b>DNP Project Faculty Mentor</b>	
<b>DNP Project Manuscript</b>		<b>DNP Project Faculty Mentor</b>	
<b>DNP Final Project Presentation</b>		<b>DNP Project Faculty Mentor</b>	
<b>DNP Final E-Portfolio</b>		<b>Faculty NURS 910</b>	
<b>DNP Project Brief submitted to UD College of Graduate &amp; Professional Education</b>		<b>DNP Project Faculty Mentor</b>	

**Student Signature & Date:** \_\_\_\_\_

**DNP Project Faculty Mentor Signature & Date:** \_\_\_\_\_

# **Appendix B**

# **PhD FORMS**

University of Delaware School of Nursing  
 Doctor of Philosophy in Nursing Science Program  
**Comprehensive Examination Contract (Form A)**

Student's Name: \_\_\_\_\_

Committee Chair (Faculty Advisor): \_\_\_\_\_

Semester: \_\_\_\_\_

Comprehensive Examination Format: \_\_\_\_\_

Date student will submit document to faculty advisor	Section of proposal or manuscript to be submitted	Date faculty advisor completes review and provides recommendations to student

\*Student and faculty mentor agree on submission and review dates, as well as the documents to be submitted to meet requirements for the comprehensive examination.

Approved by:

\_\_\_\_\_  
 Comprehensive Committee Chair

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Director, PhD in Nursing Science Program  
 School of Nursing  
 College of Health Sciences

\_\_\_\_\_  
 Date

After signed by Director, PhD in Nursing Science Program, upload to Project Concert under Documents.

University of Delaware School of Nursing  
Doctor of Philosophy in Nursing Science Program  
**Comprehensive Examination Results (Form B)**

TO: Director, PhD in Nursing Science Program

FROM: \_\_\_\_\_ ID# \_\_\_\_\_  
(Student's Name)

DATE: \_\_\_\_\_

The above-named candidate has \_\_\_ PASSED \_\_\_ FAILED

The examination concluded on [insert date] according to this committee.

---

**Signatures of doctoral committee members** (please print and sign full names legibly):

	Pass	Fail
Chair _____	<input type="checkbox"/>	<input type="checkbox"/>
Member _____	<input type="checkbox"/>	<input type="checkbox"/>
Member _____	<input type="checkbox"/>	<input type="checkbox"/>
Member _____	<input type="checkbox"/>	<input type="checkbox"/>
Outside Member (optional) _____	<input type="checkbox"/>	<input type="checkbox"/>

Must be a regular member of the University of Delaware Faculty

Please include the address and phone number where these persons may be reached if the participants are not School of Nursing faculty.

\_\_\_\_\_  
\_\_\_\_\_

Approved by:

\_\_\_\_\_  
Director, PhD in Nursing Science Program

\_\_\_\_\_  
Date

After signed by Director, PhD in Nursing Science Program, upload to Project Concert under Documents.

After passing written and oral comprehensive exam and the dissertation proposal defense, submit the **Doctoral Degree Candidacy Recommendation Form** [http://www1.udel.edu/gradoffice/forms-new/Doctoral\\_Degree\\_Recommendation.pdf](http://www1.udel.edu/gradoffice/forms-new/Doctoral_Degree_Recommendation.pdf) to the Graduate College (original) and upload a copy to Project Concert under Documents.

University of Delaware School of Nursing  
 Doctor of Philosophy in Nursing Science Program  
**Dissertation Format (Form C)**

TO: Director, PhD in Nursing Science Program  
 FROM: \_\_\_\_\_ ID# \_\_\_\_\_  
 (Student's Name)  
 DATE: \_\_\_\_\_

**Dissertation style option:**    \_\_\_ Traditional book style    \_\_\_ Manuscript-style

For manuscript style dissertations: The committee agrees to the decisions noted below, and that the publication plan represents research or scholarship comparable in scope and contribution to the portion(s) of the book-style dissertation it replaces. At least one manuscript must be submitted for publication or published before scheduling the dissertation defense. Student must be first author on all dissertation manuscripts. Please complete the table below before submitting for approval.

Manuscript	Target journal and submission/publication date*	Content or focus	Authorship, in order
One			
Two			
Three			

\*Please specify date of intended submission or date of actual publication.

Approved by:

\_\_\_\_\_

Doctoral Dissertation Chair

\_\_\_\_\_

Date

\_\_\_\_\_  
 Director, PhD in Nursing Science Program  
 School of Nursing  
 College of Health Sciences

\_\_\_\_\_

Date

After signed by Director, PhD in Nursing Science Program, upload to Project Concert under Documents.

**Acknowledgement of Receipt of School of Nursing  
Graduate Student Handbook**

I have read and understand the information presented and will abide by the School of Nursing Graduate Student Handbook.

I have been given an opportunity to ask questions to clarify any content and I agree to abide by the School of Nursing Graduate Student Handbook and utilize the Simulation Resource Center (SRC) for its intended purpose.

I consent to be videotaped while in the SRC under the outlined guidelines.

I understand that information and policies are also subject to change and will abide by the most recent version of the Graduate Student Handbook.

Please print this page, sign your name and date below that you have read the contents and received an electronic copy of the Graduate Student Handbook. Submit this page to your academic advisor who will put in your student file. Thank you.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date signed \_\_\_\_\_