

PACIFIC
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Doctor of Nursing Practice Project Handbook

Preparing advanced practice nurses with the highest level of knowledge, skills, and abilities to provide innovative leadership and evidence based practice across the healthcare continuum.

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Table of Contents

1. Letter from Dean
2. Letter from the Associate Dean for Academic Affairs
3. Overview
4. Background: Doctor of Nursing Practice (DNP) Project
5. Setting up for Success
6. Types of DNP Projects
7. DNP Project Planning & Development
 - Sakai Site
 - Checklist
 - Question Development
 - Proposal
 - DNP Project Chair
 - DNP Project Team
 - Responsibilities of DNP Project Team Members
 - PLU Human Participants Review Board
8. Implementation & Evaluation
 - Experience Hours
9. Dissemination
 - Final DNP Project Book
 - Final DNP Project Poster
 - Final DNP Project Presentation
 - DNP Project Manuscript
 - Final Steps
 - Repository
10. Frequently Asked Questions
 - Making Changes after HPRB
 - Process for Changing Team Members
 - Process for Changing Topics
 - Process for Changing Location
11. Appendices

- A Project Development Tool
- B DNP Project Checklist
- C Proposal Content
- D Proposal Evaluation Form
- E Proposal Approval Form
- F Team Member Appointment Form
- G Poster Requirements
- H DNP Final Project Book Requirements
- I DNP Project Presentation Slide Theme
- J Final DNP Project Evaluation Form
- K Final DNP Approval Form
- L Embargo Form

Letter from the Dean

The faculty are committed to your development as a highly skilled and compassionate advanced practice nurse. You will receive excellent mentoring and support during your program where you will be challenged to grow as a professional. Through your DNP projects, you will gain new skills that will develop you as leaders in nursing.

Barbara Haberman, PhD, RN

Letter from Associate Dean for Academic Affairs

As a Doctoral prepared advanced practice nurse, you will be asked to lead organizations, develop new programs, and create innovative treatment protocols. The skills you develop during your DNP project will provide you with the tools you need to be successful in this role. Your project may be the foundation for a lifetime of scholarship in this area. We are excited to be part of your academic journey and look forward to working with you as you progress through the program.

Kathy Richardson, DNP, ARNP

Overview

Pacific Lutheran University (PLU) offers the Doctor of Nursing Practice (DNP) as a terminal degree option for nursing that is the “...preferred pathway for those seeking preparation at the highest level of nursing practice” (AACN, 2015). This handbook is meant as a guiding force as you prepare for and progress through the process of your DNP Project. It will articulate the requirements at the stages of development, implementation, evaluation, and dissemination of the DNP Project. The DNP is an academic degree, not a role; therefore, students must complete the academic and clinical requirements for their focused area of clinical practice, or already have an advanced nursing practice degree. All students receiving the DNP degree, Post-Master’s or Post Baccalaureate, are required to complete a project, complete all DNP clinical hours and submit all requirements prior to graduation.

These requirements are developed in alignment with AACN’s *The Essentials of Doctoral Education for Advanced Nursing Practice* (2006), and *Doctor of Nursing Practice: Current Issues and Clarifying Recommendations* (2015), standards from professional organizations, such as the National Organization of Nurse Practitioner Faculties (NONPF), and current evidence-based practice.

This document will be reviewed annually.

Background: Doctor of Nursing Practice (DNP) Project

All students enrolled in the DNP Program will complete a DNP Project as a requirement for graduation. The DNP Coursework and DNP Project contribute to meeting the requirements of the DNP Essentials.

AACN Essentials of Doctoral Education for Advanced Nursing Practice:

- I. Scientific Underpinnings for Practice
- II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
- III. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
- IV. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
- V. Health Care Policy for Advocacy in Health Care
- VI. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
- VII. Clinical Prevention and Population Health for Improving the Nation's Health
- VIII. Advanced Nursing Practice

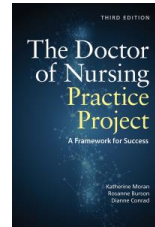
The DNP project is an opportunity to put the knowledge from theoretical coursework into action. The project demonstrates clinical scholarship and is encouraged to have "...innovation in the design and dissemination ... to reflect the changing healthcare environment" (AACN, 2015).

The DNP Essentials should be considered while planning the project; however, all eight essentials do not need to be demonstrated in the DNP Project.

Although the AACN provides some support for Group/Team Projects, PLU does not. All projects will be the sole work of one DNP student.

Recommended Textbooks (DNP Project)

The following table describes commonly recommended textbooks for DNP Students starting the DNP Project process. These may have been required in previous courses. Additional textbooks may be required by individual faculty, this list is not all-encompassing.



	<p>Garrard, J. (2016). <i>Health sciences literature review made easy: The matrix method (5th ed.)</i>. Burlington, MA: Jones & Bartlett Learning.</p> <p>This book is invaluable for organizing the literature review and ensuring all resources are managed.</p>	<p>Moran, D., Burson, R., & Conrad, D. (2017). <i>The Doctor of Nursing Practice scholarly project: A framework for success (3rd ed.)</i>. Burlington, MA: Jones & Bartlett Learning.</p> <p>Reference for the scope of the DNP Project. Takes the student through using the DNP Essentials to inform the Project.</p>
	<p>Dearholt, S. & Dang, D. (2012). <i>Johns Hopkins nursing evidence-based practice model and guidelines (2nd ed.)</i>. Indianapolis, IN: Sigma.</p> <p>Guides the student through the process of developing a clinical question, evidence appraisal, and assembling a table of evidence. The appendix contains key worksheets used when planning the project.</p>	<p>White, K., Dudley-Brown, S., & Terhaar, M. (2016). <i>Translation of evidence into nursing and health care (2nd ed.)</i>. New York, NY: Springer Publishing Company.</p> <p>Talks about the top 15 methods for translating research. Helps students develop thoughts on intervention and evaluation plans.</p>
	<p>Roush, K. (2019). <i>A nurse's step-by-step guide to writing a dissertation or scholarly project (2nd ed.)</i>. Indianapolis, IN: Sigma.</p> <p>Critical to the actual writing process. Offers chapter summaries to ensure students write clearly and articulate the elements of their project.</p>	<p>Oermann, M. & Hays, J. (2019). <i>Writing for Publication in Nursing (4th ed.)</i>. New York, NY: Springer Publishing Company.</p> <p>In-depth writing resource for nurses for writing evidence-based research papers and journal articles, and preparing manuscripts for publication.</p>

Setting up for Success

Think about the following keys for success

Have I ...

1. Set up my writing space? Do you have a dedicated space to do work?
2. Scheduled dedicated writing times? Set aside time to work on your calendar?
3. Discussed the scope of the project and time required with your family?
4. Read sample DNP Project Papers?
5. Reviewed the requirements for PLU's DNP Project?
6. Set up a Google Docs account?
7. Written a clear, focused purpose statement?
8. Made an appointment with a research librarian?
9. Set up a bibliographic software account?
10. Considered hiring an editor?

Adapted from (Rousch, 2019)

Types of DNP Projects

AACN (2006) recognizes that the final DNP product should serve as a foundation for future scholarly practice. The DNP is a practice doctorate, and as such the DNP Project should demonstrate mastery of the chosen area of practice. According to the AACN (2015) White Paper, Current Issues and Clarification Recommendations all DNP Projects should:

- a. Focus on a change that impacts healthcare outcomes either through direct or indirect care.
- b. Have a systems (micro-, meso-, or macro- level) or population/aggregate focus.
- c. Demonstrate implementation in the appropriate arena or area of practice.
- d. Include a plan for sustainability (e.g. financial, systems or political realities, not only theoretical abstractions).
- e. Include an evaluation of processes and/or outcomes (formative or summative). DNP Projects should be designed so that processes and/or outcomes will be evaluated to guide practice and policy. Clinical significance is as important in guiding practice as statistical significance is in evaluating research.
- f. Provide a foundation for future practice scholarship.

The DNP Project may take many forms. Moran, et al. (2014), in Chapter 6, Figure 6-3, lists the following examples of types of DNP Scholarly Projects:

- Quality improvement
- Translating evidence into practice
- Clinical or practice-based inquiry
- Program development and evaluation
- Demonstration project
- Healthcare policy
- Generating new evidence, knowledge, or theory
- Describing a phenomenon

All DNP Projects, regardless of their type, must include the following 4 stages: Planning, Implementation, Evaluation, and Dissemination. (AACN, 2015)

DNP Question Development

Students should prepare a DNP Question Development Tool (Appendix A) before the first Translating Research class per request from faculty. This document ensures that the student has thoughtfully engaged in the process and has an idea of an organization that would value a potential DNP Project. Students are not to establish the site arrangement and should not enter into any obligatory contracts.

DNP Project Planning & Development

For some students the planning phase for the DNP Project may have begun even before they arrived on campus to start classes. For others it will have been developed over the first two years of the program.

You will focus your DNP Project during the Proposal Seminar that is taken in conjunction with Translating Research.

DNP Students will take five DNP Project Specific Courses. These courses are primarily independent study while working with the DNP Project Chair. There will be assignments due with each course and the student is responsible for working with the DNP Project Chair to meet the objectives of each semester. The syllabus for each course is available on the Sakai Site specific to the course

DNP Project Sakai Site

Similar to other courses, a DNP Project Sakai Site for each semester will be available for faculty and students to facilitate communication, submission of deliverable products, and reference resources.

DNP Project Checklist

The DNP Project Checklist (Appendix B) is provided as a tool to help keep students on track as they progress through their project. This will be required to be turned in as an assignment periodically.

Proposal

All DNP students enrolled in Translating Research and Proposal Seminar will present their DNP Project Proposals during Proposal Week, in an open forum, to a committee of 2-3 Doctorally prepared Nurse faculty. Once the initial proposal is approved, the DNP Student will be assigned a Doctorally prepared Nurse Faculty Chair for their DNP Project Team. If students are not prepared or fail to pass the proposal presentation, the student will receive an incomplete grade for N791 Proposal Seminar and will need to schedule a new proposal forum before moving into the next DNP Project course.

The proposal content is outlined in Appendix C and will be evaluated based on the DNP Project Proposal Evaluation Form Appendix D.

The proposal approval from Proposal Week is a preliminary approval. The student must also receive approval from their assigned Chair and selected Committee, DNP Project Site, and HPRB/IRB before implementing any aspect of the DNP Project. The student should work with their DNP Project Chair and committee to determine an appropriate method of acquiring site approval for the proposal. This approval will be submitted as an appendix within the final DNP Project Book.

If the project site does not approve the project, these steps must be repeated until the proposal is formally approved. This may delay the DNP student from progressing forward in the DNP Project courses.

DNP Project Chair

DNP students will be assigned a Doctoral-prepared Nurse Faculty member to be Chair for their Project Team. This individual will be responsible for the DNP student's DNP Project Courses – DNP Project I-IV. The DNP Project chair guides the student through the development, implementation, evaluation, dissemination, and completion of the project. The DNP Project Chair may or may not have specific expertise in the student's DNP Project topic or field. Content experts may serve on the team or as consultants. The Chair may offer advice and assistance on selection of other members of the DNP Project Team.

DNP Project Team

The DNP Student is the leader of the DNP Committee and will work directly with all members of the team to develop and implement all phases of the DNP Project. All projects are required to have a DNP Chair and at least two additional DNP Team Members – Masters or Doctorally prepared. The committee may comprise up to 4 people. More than 4 members may cause difficulty in scheduling meetings, presentations, and follow-up. The recommended number of team members is 3, in addition to the student. At least 3 committee members must attend the DNP Final Project Presentation (Defense).

If additional expertise is needed, the student can confer with outside consultants. The word team or committee may be used interchangeably. This does not change the nature of the relationship.

We recommend that at least one person on the DNP Project Team is from the DNP Project site. Students will often select a leader, clinical provider, or other colleague they are working with at the hosting organization.

Carefully review the requirements of the DNP Project Team. DNP Project Team members must agree in writing to be part of the project. This includes advising, reviewing the proposal,

providing support during the implementation, providing evaluations, and attending final DNP Project presentations.

Members of the DNP Project Team must sign the PLU DNP Project Team Member Appointment Form (Appendix E) expressing they are aware of the requirements. The student signs to indicate they understand the requirement and who is on the team. Any updates to the Team Members will require an updated form. The form will be submitted to the DNP Clinical Project Coordinator.

Responsibilities of DNP Project Team Members

- Student Team Leader

Qualification: Enrollment in appropriate DNP Project Course

1. Maintain consistent and effective communication with DNP Chair and DNP Project Team.
2. Collaborate with DNP Chair and Team to schedule meetings for advising, proposal review, and other project related activities.
3. Submit work to the DNP Project Team that demonstrates a high level of leadership and scholarship.
4. Ensure compliance with all PLU DNP Project requirements and HPRB/IRB requirements.

- DNP Project Chair

Qualification: Pacific Lutheran University School of Nursing Faculty Member with Terminal Degree (DNP, PhD, EdD, etc.)

1. Collaborate with students to schedule team meetings, proposal presentation and review, and final DNP Project Presentation.
2. Provide guidance and support regarding methods and troubleshooting problems throughout the DNP Project.
3. Lead DNP Team review and approval of DNP Proposal, DNP Experience Plan, DNP Project Log, and Final DNP Project Book, presentations, and publications.
4. Approve HPRB submission, mentor student through the planning, development, implementation, evaluation, and dissemination phases of the DNP Project.
5. Provide support and encouragement to student as they progress toward completion of the DNP.
6. Encourage and facilitate the process of student communication with committee members.
7. Communicate effectively with team members.
8. Provide written feedback to student on written drafts in a timely manner.
9. Reinforce student's responsibility as an adult learner.
10. Document student progress toward completion of DNP Project requirements.

11. Mentor faculty who have not previously participated in a DNP Project.

- DNP Team Member (at least two, up to three)

Qualification: Master's or Doctoral Degree in professional field

One will be another academic faculty, preferably Doctorally prepared.

One may be the site facilitator if at least Master's prepared.

May be a Subject Matter Expert if at least Master's prepared.

1. Provide guidance and support regarding methods and troubleshooting problems throughout the DNP Project.
2. Advise and critique drafts of the developing DNP Project Paperwork.
3. Participate in the Team review, approval of the Project Proposal, and Final Project.
4. Provide feedback to student in a timely manner.
5. Communicate concerns to student and DNP Chair in a timely manner.

- Subject Matter Expert (as desired)

Qualification: Subject Matter Expert

Not a voting member of the DNP Committee but provides valuable feedback.

1. Provide guidance and support regarding methods and troubleshooting problems throughout the DNP Project.
2. Advise the developing DNP Project.
6. Provide feedback to student as requested.
7. Communicate concerns to student and DNP Chair in a timely manner.

Human Participants Review Board Requirements (HPRB/IRB)

Students cannot start any part of project implementation until all required HPRB/IRB approvals are acquired and the DNP Project Chair gives permission.

If there is an IRB/HPRB on site at the project location the student must submit there after the proposal is reviewed by the Chair and site facilitator. If the project is accepted and approved by the IRB at the site the student does not need to apply to the PLU HPRB.

All students must show completion of CITI training within the past 3 years prior to submitting to HPRB; this should have been completed during previous DNP Courses.

PLU's HPRB uses the online Mentor system to evaluate human subjects research. The link for the PLU HPRB website can be found at <https://www.plu.edu/hprb/>. Prior to submitting your HPRB proposal you can determine if full HPRB is needed by using the pre-proposal diagnostic survey link located at <https://www.plu.edu/hprb/students/qi-projects-nursing/>

- | |
|---|
| <ul style="list-style-type: none">Step 1: Check if you need HPRB reviewStep 2: Consult with a Faculty SupervisorStep 3: Verify you and your Chair have current CITI trainingStep 4: Understand the basics of the HPRB processStep 5: Understand methodological issues that impact your applicationStep 6: Plan for review timeStep 7: Submit your applicationStep 8: Respond to HPRB questions/concerns (stipulations)Step 9: Understand your on-going responsibilities once approved |
|---|

Implementation

Following Proposal approval and HPRB/IRB approval (as needed) the student may move into the implementation phase of the DNP Project. This process will vary significantly among students but should be conducted in line with the proposal and HPRB/IRB submission. Any changes to the proposal must be submitted as an amendment to HPRB/IRB after approval by the DNP Project Team.

DNP Hours

The AACN (2015) requires a minimum of 1000 clinical hours beyond the Baccalaureate degree to meet the DNP Essentials and receive a Doctor of Nursing Practice Degree. The hours are required as part of the academic program and can be acquired through the Specialty Practice focus and DNP Experience Hours. Students will acquire at least 480 DNP Experience Hours.

DNP Proposal Seminar – 30

DNP Project I – 90

DNP Project II – 120

DNP Project III – 120

DNP Project IV – 120

Students will keep track of their DNP Experience Hours in Typhon and notate a general overview of the hours activities for each tracking time.

Students in a post-Master's DNP Status may have to complete more hours depending on the number of hours in their Master's preparation. This will be determined on a case-by-case basis and should be delineated on the Academic Progress Contract. Students will be responsible for ensuring they acquire the required number of hours.

Experience Hours

The DNP Experience Hours will be acquired through the DNP Project phases. The approval of DNP Experience Hours is at the discretion of the DNP Project Chair. The activities below are among activities typically counted as clinical hours. It is not exhaustive; students should speak with their Chair to determine what will be counted.

- Meetings and communication with consultants and content experts
- Cluster email communication by week for hours
- Meetings with chair/peer group
- Presentations to or facilitating work groups related to the DNP Project
- Implementation of the project
- Grant preparation or funding proposals
- Policy work

- Project relevant tool development - discuss hours with chair
- Site exploration/stakeholder engagement
- In-depth work/mentorship with experts
- Data Analysis - discuss hours with chair
- Integration and synthesis of DNP Essentials
- Poster, podium, workshop, or conference preparation related to DNP Project (limited to 5 hours)
- Workshop or conference attendance related to DNP Project (limited to 8 hours)
- Manuscript (journal article) preparation and submission (limited to 10 hours)
- Literature review (limited to 5 hours)
- DNP Book Preparation (limited to 10 hours)
- GANTT Chart (limited to 1 hour per semester (4 hours total))
- Proposal Presentation preparation (limited to 5 hours)
- Final & Stakeholder Presentation preparation (limited to 5 hours)
- You may not claim paid hours of work
- All hours should relate directly to the DNP essentials

Evaluation

The PLU School of Nursing collaborates with other disciplines on campus to provide a statistician to assist students in various phases of tool development, data management, and data analysis. The statistician is available via email or in-person to review tools, assist with data analysis plans, or provide additional information on how to deal with the data the student collects. This statistician **will not** perform the data analysis for you.

Dissemination

It is critical that DNP Project outcomes be disseminated. This is done in the academic setting and beyond, including the practice site, professional conferences, and academic journals. Students should prepare to disseminate in 5 ways: 1) Final DNP Project Book; 2) Poster for Nursing Research Day; 3) Final DNP Project Presentation; 4) Manuscript for Publication; 5) Stakeholder Presentation or dissemination of information to site and facilitator based on site requirements/request. The Final DNP Project Book may be uploaded into an electronic repository at PLU.

DNP Publication Manuscript

The DNP Student will create a manuscript for submission to a peer-reviewed academic journal. This manuscript is significantly different from the DNP final book in format and length. Students should select a journal for manuscript submission early in the DNP Project process. The student must use the format identified in the journal section on information for authors. Journals vary in

their requirements for abstracts, manuscript organizations, in-text citations, and references. The author guidelines should be included in the final draft of the DNP Documents.

Final DNP Project Book

The DNP Student will prepare the Final DNP Project Book according to the instructions provided in Appendix J.

The student must submit an electronic copy of the Final DNP Project Book to the DNP Project Team no later than 2 weeks prior to the Final DNP Project Presentation (typically occurs mid to late April) for review and an opportunity to provide editing recommendations. In addition, the student should share the final electronic copy with the DNP Project Team no later than 2 days before the Final DNP Project Presentation.

Poster

The DNP student will apply to present a poster for a professional organization conference (e.g. WIN, AANP, APNA, ISPN, AAPPN, Sigma, etc.) as well as PLU Nursing Research Day. Criteria for conference application should be reviewed with Chair prior to submission. The required template and requirements for the Poster are in Appendix K and L.

The poster will be reviewed by the Chair and peers prior to printing or submission.

Dimensions for the poster will be provided by the organization when a student is accepted to present. A copy of the poster should be included in the Final DNP Project Book as a pdf.

Final DNP Project Presentation/Defense

The DNP Student is required to give a formal presentation of the DNP Project and findings/implications for nursing prior to graduation. The presentation is open to the public and must be scheduled to ensure attendance of the Chair and team. This typically occurs mid to late April. This timing allows a second presentation or additional time to complete the final Book and manuscript as needed.

The Final DNP Project Presentation should be in PowerPoint format, using the PLU slide theme (Appendix L) available on Sakai. The presentation should be 30-45 minutes with between 15-30 minutes of questions from the DNP Team, followed by any public questions. The presentation will be evaluated using the Final DNP Project Evaluation Form (Appendix M).

At the end of the presentation the DNP Team will deliberate to determine if the DNP student has met the requirements and complete the DNP Project Presentation Approval Form (Appendix N). The DNP Chair will indicate whether the DNP student has:

1. Met all DNP Project requirements
2. Meets requirements with minor revisions

3. Does NOT meet DNP Project requirements

The decision is based upon the presentation and does not indicate that the project is complete. It only indicates the approval/disapproval of the data presented. The student will need to follow up appropriately and also submit the Final Book with all appendices.

Stakeholder Presentation

Stakeholder Presentation should be provided at the facility unless the stakeholders have explicitly requested for an alternative. The Stakeholder Presentation should be in PowerPoint format, using a PLU slide theme (Appendix L) available on Sakai. The student should provide a 15-minute presentation unless requested otherwise by the site.

DNP Final Book

This book is the culminating work containing all aspects of the scholarly journey (Background, purpose, problem statement, literature review, theoretical framework, methods, findings, discussion, conclusions, all supporting and required documents). This document is typically 50-100 pages including references and appendices.

Final Steps

Once the DNP Student has completed the Final DNP Project Presentation there are final steps to close-out the DNP Project:

- Incorporate changes to the Final DNP Project Book as recommended/required by the DNP Team
- Close out the HPRB/IRB (if required)
- Present findings/outcomes to clinical site (see above)
- Provide all documents in a single Word Document to the Clinical Project Coordinator

Repository

The AACN (2015) recommends establishment of an electronic repository of DNP Projects. Students and faculty should be aware that the Final Project Book is subject to being posted in that repository. The DNP Student will have an option to embargo, or choose to delay, the availability of the document for 6 months, 1 year, or 2 years. Request for Embargo is found on the Sakai site and in Appendix O.

Frequently Asked Questions:**How do I make changes once I have HPRB/IRB approval?**

Minor changes can be approved by the HPRB chair or site IRB. Major changes may need additional review from the Unit Designate in the school of nursing or may require approval from the full board. You may not use revised procedures or documents until they are approved by the HPRB/IRB.

What do I do if I need to change my project chair?

In the case that you need to change your project chair, you must go through the DNP committee and final approval is given by the Graduate Program Director. New signature forms must be completed and submitted. Signature form is located in the Appendix.

What is the process for changing Committee Members?

Changing committee members requires the approval of your project chair. New signature forms must be completed. The signatures of the outgoing committee member as well as the new incoming member is required. Signature form is located in the Appendix.

What is the process for changing topics?

The decision to change the topic of your DNP project once it is underway should not be taken lightly. It requires approval from your DNP committee and your project chair. This may require changing members of your DNP committee and obtaining new HPRB approval. In most cases, this will result in starting over the entire DNP project process. New forms would need to be completed and submitted.

What is the process for changing the location of my project?

Changing the location of your project needs to be approved by your project chair. If the change in location does not affect data collection or a change in committee members then no other steps need to be taken. However, if committee members need to change please refer to the process to change committee members. If the location change affects the HPRB approval then steps to amend that also need to be taken.

Appendix A

Question Development Tool

DNP Project Development Tool

Name: _____

Anticipated Grad Year: _____

Population Track: FNP ___ **PMHNP** ___

The DNP Project may take many forms. Moran, et al. (2014), in Chapter 6, Figure 6-3, lists the following examples of types of DNP Scholarly Projects:

- Quality improvement
- Translating evidence into practice
- Clinical or practice-based inquiry
- Program development and evaluation
- Describing a phenomenon
- Demonstration project
- Healthcare policy
- Generating new evidence, knowledge, or theory

Questions	Responses
Do you have a project site in mind? If so, where?	
In one or two sentences, briefly describe an issue you are interested in addressing.	
What type of project idea could you implement regarding the issue you chose	
What would be the general goal of the project?	
State one objective (that would be evaluated through quantitative data) from the implementation of this project. How would you evaluate this objective?	
State one objective (that would be evaluated through qualitative data) from the implementation of this project. How would you evaluate this objective?	
Who are the key stakeholders?	

PICOT Question Development (see Evidence Based Practice Article #3) Choose ONE type of question appropriate for your topic:	
Therapy/Treatment/Intervention	In _____ (P opulation), what is the effect of _____ (I ntervention), in comparison to _____ (C omparative/alternative intervention), on _____ (O utcome), _____ (T imeline)?
Diagnosis/Assessment	For _____ (P opulation). Does _____ (I dentifying tool/procedure) yield more accurate or more appropriate diagnostic/assessment information than _____ (C omparative tool/procedure) about _____ (O utcome), _____ (T imeline)?
Prognosis	For _____ (P opulation), does _____ (E xposure to disease or condition), relative to _____ (C omparative disease or condition) increase the risk of _____ (O utcome), _____ (T imeline)?
Etiology/Harm	Does (I nfluence, exposure, or characteristic) increase the risk of _____ (O utcome) compared to _____ (C omparative influence, exposure or condition) in _____ (P opulation), _____ (T imeline)?
Description (prevalence/incidence)	<i>Explicit comparisons are not typical, except to compare different populations.</i>
Meaning of Process	<i>Explicit comparisons are not typical in these type questions.</i>

Appendix B

DNP Project Checklist

This is a guide to planning your Scholarly Project. This timeline lists general activities that are involved in planning and executing your projects. This timeline is a guide; you need to work out actual dates and activities with your Project Chair and Committee. Refer to the DNP Handbook for specifics and refer to your Syllabus for individual class requirements.

DATE Expected	Activity	Time Frame	Resources/Notes	Completion Date
Spring	N790/791			
	Chapter 2			
	Chapter 3			
	Chapters 1-3			
	Present Scholarly Project Proposal: <ul style="list-style-type: none"> ○ Power-point presentation (20 minutes) ○ Q&A (15 minutes) ○ Meet with student to provide approval/ changes 			
	HPRB/IRB Draft			
	Chair Assignment			
Summer	N792			
	Select Committee		Complete Committee Appointment Form	
	Proposal Approval from Chair			
	Proposal Approval from Site			
	Submit HPRB/IRB		DO NOT start any data collection prior to approval http://www.plu.edu/hprb/ Chair must approve proposal prior to filing and signs as Faculty Supervisor.	
	Recommend: Identify Author guidelines for publishable manuscript for selected journal.			

Already complete	CITI training	4 hour online training	Must be completed prior to submission of HPRB protocol.	
	Implement Project according to Proposal and IRB/HPRB approvals			
Fall	N793			
	Implement Project according to Proposal and IRB/HPRB approvals			
As coordinated	Meet weekly with Chair and peers			
	Conduct Data Analysis	~ 1-2 months	Dr. Cook is a resource	
J-Term	N794			
	Conduct Data Analysis	~ 1-2 months	Dr. Cook is a resource	
Spring	N799			
As Coordinated	Meet weekly with Chair and peers			
February	Apply to graduate			
January-February	Schedule stakeholder presentation for April		Should plan to present to stakeholders in 1 to 2 weeks after the Defense date.	
March	Send Scholarly Project Book to committee – (NLT 2 weeks prior to presentation)	Presentation date - 2 weeks	Allows time for editing and review.	
April 19-23	Present Scholarly Project <ul style="list-style-type: none"> ○ Power-point presentation (30-45 minutes) ○ Q&A (15-30 minutes) ○ Private committee deliberation ○ Meet with student to provide approval/ changes 		Students should have given a dry run to peers and to their Chair prior to the Defense date. Will require coordination with Committee members	

April	Revise Report incorporating Committee feedback	1-2 weeks		
Last week of April	Submit revised Report to Chair for review		Once approved can disseminate and upload into repository.	
April/May	Disseminate the outcomes to the project site		As organized with site.	
May	Submit Manuscript to selected Journal			
May	Submit the final copy of DNP Book to Clinical Project Coordinator			
May	Graduation!			

Appendix C

Proposal Content

The following headings are required but additional items may be added, as needed. Use APA formatting for all headings as appropriate.

Cover page

Table of contents

Abstract

Introduction

Background and significance

Problem statement

Clinical PICO(T) question

Review of Literature

- Literature results and summary

- Gaps or shortcomings in the literature

Conceptual or Theoretical Framework

Methodology

- Purpose

- Hypothesis (if applicable)

- Definition of terms

- Design

- Sample/Subjects

- Setting

- Tools/Measures

Data analysis plan

Significance and/or implications to nursing

Summary

References

Appendices

Appendix D

Proposal Presentation/Paper Evaluation Form

All DNP Projects require formal presentation to the DNP Team. Following the presentation, the DNP team will complete this evaluation. Students and DNP Team members are advised to keep a copy for their records. **Level 3 or higher is required on all components.**

Full Title of DNP Project: _____

Student: _____

Date of Presentation: _____

1 = Very poorly 2 = Poorly 3 = Good 4 = Very Good 5 = Excellent						
Component	1	2	3	4	5	Comments
Cover page, Table of Contents, Abstract (≤ 250 words), APA format used						
Introduction						
Basic overview of project, describes how project will change practice and impact healthcare outcomes . Project must have a systems (micro-, meso-, macro-) or population/aggregate focus.						
Background and Significance						
The problem or gap is clearly identified. Description of problem/gap includes population affected, what is currently known about the problem/gap, why the audience should care, and any further research that the problem/gap requires.						
Significance explains impact of the problem/gap on population, cost, policy, education, healthcare systems, and beyond.						

Problem Statement						
Problem is clearly stated and summarized. Scope of project is realistic and appropriate to DNP practice.						
Clinical Question						
Student describes an answerable clinical question related to problem/gap in terms of PICO(T)						
Review of Literature						
Literature results and summary directly relate to posed Clinical Question. Databases used, key terms, and search strategies are described. Written summary is concise.						
Student articulates gaps or shortcomings in the literature.						
Conceptual or Theoretical Framework						
The theory/framework for the project is described and applicable to operationalizing the project. A concept map is presented.						
Methodology						
Student articulates gaps or shortcomings in the literature.						
Purpose/hypothesis clearly stated. Terms defined.						
Setting, study population, and recruitment strategy are clearly described. Includes consent procedure, risk/harms to participants, and cost/compensation for participants.						
Implementation methods/tools/measures are appropriate and clearly described.						
Study intervention(s) is/are described in detail. Progress Indicators/Outcomes to be measured are relevant to the project.						
Data Analysis Plan						
An evaluation plan for the DNP project process is included.						

Evaluation tools, measures, and instruments match project type.						
Plan for sustainability is articulated (financial, systems, or political realities, not only theoretical abstractions).						
Significance and/or Implications to Nursing						
Significance/implications of data to nursing practice and/or outcomes are clearly described.						
Recommendations/Implications addressed for problem statement, supporting organization, key stakeholders, other settings, and student.						
Summary, References, Appendices						
Summary provides response to Clinical Question.						
APA format followed appropriately; writing is scholarly and clear; appropriate for doctoral level education.						
Appendices included are relevant to project work.						

Comments: _____

Describe Corrective Actions if Revisions Required: _____

Approved as Presented

Approved with Minor Revisions

Reject Proposal

Student Signature: _____

Appendix F

Team Member Appointment Form



School of Nursing Doctor of Nursing Practice Program
DNP Scholarly Project Team Members

Appointment
Change

Date Submitted

Student Name

Student Signature

I respectfully request that the following persons be appointed to serve as my DNP Project Team Members.

Faculty Chair

Signature, Chair of Project Team

Member

Signature, Member

Member

Signature, Member

Member

Signature, Member

By signing above I agree to be a member of the above named student's DNP Project Team. If, at any time, I can no longer provide Team Member support for the DNP Project I will notify the Student and Faculty Chair.

Director, DNP Program

Signature of Director, DNP Program

Appendix G

Poster Requirements

- Full Title of Project
- Student as First Author followed by Chair, Team members (depends on a variety of factors - discuss with your chair before you print)
- Introduction/Abstract of 250 words or less
- Methods
- Results
- Discussion
- Short reference list in APA format
- Student contact information

DNP Project Title

John Smith, MD¹; Jane Doe, PhD²; Frederick Jones, MD, PhD^{1,2}
Pacific Lutheran University

Abstract

Click here to insert your Abstract text. Type it in or copy and paste from your Word document or other source.

This text box will automatically re-size to your text. To turn off that feature, right click inside this box and go to **Format Shape, Text Box, Autofit**, and select the "Do Not Autofit" radio button.

To change the font style of this text box: Click on the border once to highlight the entire text box, then select a different font or font size that suits you. This text is Calibri 32pt and is easily read up to 5 feet away on a 36x48 poster.

Zoom out to 100% to preview what this will look like on your printed poster.

Methods and Materials

Click here to insert your Methods and Materials text. Type it in or copy and paste from your Word document or other source.

This text box will automatically re-size to your text. To turn off that feature, right click inside this box and go to **Format Shape, Text Box, Autofit**, and select the "Do Not Autofit" radio button.

To change the font style of this text box: Click on the border once to highlight the entire text box, then select a different font or font size that suits you. This text is Calibri 32pt and is easily read up to 5 feet away on a 36x48 poster.

Zoom out to 100% to preview what this will look like on your printed poster.

Introduction

Genographics® has provided this template to assist in preparation of a medical or scientific research poster. The dimensions are set to 36" high by 48" wide but prints can be scaled up or down in size to any dimension with a 3:4 aspect ratio. For example, if you order a 30" x 40" poster using this template, we will print the file at 83.3% of its original size. **The most critical factor is that your template and poster dimensions must be proportional.**

$$\frac{\text{template height}}{\text{template width}} = \frac{\text{desired print height}}{\text{desired print width}}$$

Order your poster from Genographics and we will perform a free design review and advise you if we see anything that may be a concern for printing. We'll even help tidy things up.

We have more history with PowerPoint® than any other printing company. In fact, we helped Microsoft® design the software and we created all of the original color themes, templates, and clip art galleries. We know how to make your printed poster look just like it does on screen. Other printing companies and copy centers will blindly convert your file to another format prior to printing. This can result in text shifting, symbols changing, and altered colors. We know the secrets to avoid those issues. So choose Genographics for the most accurate reproduction available.

Figure 1. Label in 24pt Calibri. Figure 2. Label in 24pt Calibri.

Results

Click here to insert your Results text. Type it in or copy and paste from your Word document or other source.

This text box will automatically re-size to your text. To turn off that feature, right click inside this box and go to **Format Shape, Text Box, Autofit**, and select the "Do Not Autofit" radio button.

To change the font style of this text box: Click on the border once to highlight the entire text box, then select a different font or font size that suits you. This text is Calibri 32pt and is easily read up to 5 feet away on a 36x48 poster.

Zoom out to 100% to preview what this will look like on your printed poster.

Speaking of Results, yours will look better if you remember to run a spell-check on your poster! After you've added your content click on **Review, Spelling**, or press F7.

	Heading	Heading	Heading
Item	800	790	4001
Item	356	856	290
Item	228	134	238
Item	954	875	976
Item	324	325	301
Total	199	137	186

Discussion

Click here to insert your Discussion text. Type it in or copy and paste from your Word document or other source.

This text box will automatically re-size to your text. To turn off that feature, right click inside this box and go to **Format Shape, Text Box, Autofit**, and select the "Do Not Autofit" radio button.

To change the font style of this text box: Click on the border once to highlight the entire text box, then select a different font or font size that suits you. This text is Calibri 32pt and is easily read up to 5 feet away on a 36x48 poster.

Zoom out to 100% to preview what this will look like on your printed poster.

Conclusions

Click here to insert your Conclusions text. Type it in or copy and paste from your Word document or other source.

This text box will automatically re-size to your text. To turn off that feature, right click inside this box and go to **Format Shape, Text Box, Autofit**, and select the "Do Not Autofit" radio button.

To change the font style of this text box: Click on the border once to highlight the entire text box, then select a different font or font size that suits you. This text is Calibri 32pt and is easily read up to 5 feet away on a 36x48 poster.

Zoom out to 100% to preview what this will look like on your printed poster.

References

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Chart

Chart Title

Category 1 Category 2 Category 3 Category 4

■ Series1 ■ Series2 ■ Series3

Contact

[name]
[organization]
[address]
[email]
[phone]

Click template to download the poster template.

Appendix H

DNP Final Project Book Requirements

- *Cover page*
- *Abstract*
- *Acknowledgements (as desired)*
- *Table of Contents*
- **Chapter 1. Introduction**
 - *Background and significance*
 - *Problem statement*
 - *PICO(T)/Research question*
- **Chapter 2. Review of Literature**
 - *Literature results and summary*
 - *Gaps or shortcomings in the literature*
- **Chapter 3. Methodology**
 - *Purpose & PICO(T)/Research question*
 - *(Hypothesis if applicable)*
 - *Conceptual or Theoretical Framework*
 - *Definition of Terms*
 - *Design*
 - *Sample/Subjects*
 - *Setting*
 - *Tools/Measures*
 - *Protection of Human Subjects*
- **Chapter 4. Results**
 - *Purpose & PICO(T)/Research question*
 - *Present outcomes, facilitators/barriers and how addressed*
 - *Figures/Tables*
 - *Do not interpret/discuss your data just present it here*
 - *Do not just throw data at us, make it logical and meaningful (match it to your purpose)*
- **Chapter 5. Discussion**
 - *Purpose & PICO(T)/Research question*
 - *Strengths and limitations*
 - *Future opportunities*
 - *Significance and/or implications to Advance Practice Nursing*
- **References**
- **Appendices**
- *Not necessarily in this order (refer to in book, as necessary):*
 - *PRISMA Flowsheet for Literature Review (as required by chair)*
 - *Literature Table/Matrix (as required by chair)*
 - *HPRB/IRB proposal*
 - *HPRB/IRB approval/exemption*
 - *HPRB/IRB amendments*
 - *HPRB/IRB closeout (as required)*
 - *Informed Consent Paperwork (as required)*
 - *Final Project Poster (as a pdf)*
 - *Journal Article submission with author guidelines*
 - *Final Project Presentation (6 slides per page as pdf)*
 - *Grant/Funding Application (as required)*
 - *Grant/Funding Award (as required)*
 - *Repository embargo form (required)*

Appendix I

DNP Project Presentation Slide Theme



Your Title Goes Here

Student Name



PACIFIC
LUTHERAN
UNIVERSITY

Your Title Goes Here

Student Name



Your Title Goes Here

Student Name

Click on the presentation to download template.

Appendix J

Final DNP Project Evaluation Form

All DNP Projects require a Final Book, Poster, and Presentation to the DNP Team. Following the presentation, the DNP team will complete this form. Students and DNP Team members are advised to keep a copy for their records. **Level 3 or higher is required on all components.**

Full Title of DNP Project: _____

Team Members

Student: _____

DNP Chair: _____

DNP Team Member: _____

DNP Team Member: _____

DNP Team Member: _____

Date of Presentation: _____

FINAL DNP PROJECT BOOK

	1 = Very poorly		2 = Poorly		3 = Good		4 = Very Good		5 = Excellent	
Component	1	2	3	4	5	Comments				
Cover page, Table of Contents, Abstract (≤ 250 words), APA format used. Earlier components reflect past-tense. Updated from Project Proposal										
Introduction										

<p>Basic overview of project, describes how project will change practice and impact healthcare outcomes. Project must have a systems (micro-, meso-, macro-) or population/aggregate focus.</p>						
Background and Significance						
<p>The problem or gap is clearly identified. Description of problem/gap includes population affected, what is currently known about the problem/gap, why the audience should care, and any further research that the problem/gap requires.</p>						
<p>Significance explains impact of the problem/gap on population, cost, policy, education, healthcare systems, and beyond.</p>						
Problem Statement						
<p>Problem is clearly stated and summarized. Scope of project is realistic and appropriate to DNP practice.</p>						
Clinical Question						
<p>Student describes an answerable clinical question related to problem/gap in terms of PICO(T).</p>						
Review of Literature						
<p>Literature results and summary directly relate to posed Clinical Question. Databases used, key terms, and search strategies are described. Written summary is concise.</p>						
<p>Student articulates gaps or shortcomings in the literature.</p>						
Conceptual or Theoretical Framework						
<p>The theory/framework for the project is described and applicable to operationalizing the project. A concept map is presented.</p>						

Methodology						
Student articulates gaps or shortcomings in the literature.						
Student articulates gaps or shortcomings in the literature.						
Purpose/hypothesis clearly stated. Terms defined.						
Setting, study population, and recruitment strategy are clearly described. Includes consent procedure, risk/harms to participants, and cost/compensation for participants.						
Implementation methods/tools/measures are appropriate and clearly described.						
Study intervention(s) is/are described in detail. Progress Indicators/Outcomes to be measured are relevant to the project.						
Results						
Data is clearly presented. Findings linked to problem statement and evaluation plan.						
Data analysis is appropriate to the project.						
Tables and Figures are clearly summarized.						
Discussion						
Student ties together literature, results, and overall summation of findings. Includes Implications for: <ul style="list-style-type: none"> - Clinical Practice - Healthcare Policy - Quality and Safety - Education - Other as related to Project 						
Strengths and limitations of project are addressed, including key facilitators and barriers that impacted project objectives.						

Plans for future opportunities/scholarship are articulated.						
Summary, References, Appendices						
Summary provides closure to all elements of the DNP Project.						
APA format followed appropriately; writing is scholarly and clear; appropriate for doctoral level education.						
Appendices expanded to include all relevant tables, figures, and project-related materials.						

FINAL DNP POSTER

	1 = Very poorly		2 = Poorly		3 = Good		4 = Very Good		5 = Excellent	
Component	1	2	3	4	5	Comments				
<p>Required Content is Present: Full Title of Project with Student as first author, followed by Chair, Team Members.</p> <p>Introduction/Abstract Methods Results Discussion Short reference list in APA format Student contact information</p> <p>Overall visual appeal</p>										
<p>Cover page, Table of Contents, Abstract (≤ 250 words), APA format used. Earlier components reflect past-tense.</p> <p>Updated from Project Proposal.</p>										

<p>Results:</p> <ul style="list-style-type: none"> - Data is clearly presented - Data analysis is appropriate to project - Tables and Figures are clearly summarized 						
<p>Discussion: Student ties together literature, results, and overall summation of findings.</p> <p>Includes implications for:</p> <ul style="list-style-type: none"> - Clinical practice - Healthcare policy - Quality and Safety - Education - Other as related to Project 						
<p>Plans for future opportunities/ scholarship are articulated.</p>						
<p>Summary: provides closure to all elements of DNP Project.</p>						
<p>References: Short reference list in APA format included.</p>						
<p>Appendices: expanded to include all relevant tables, figures, and project-related materials.</p>						

FINAL DNP PRESENTATION

<p>1 = Very poorly 2 = Poorly 3 = Good 4 = Very Good 5 = Excellent</p>						
Component	1	2	3	4	5	Comments

Formal Presentation of DNP Project: Presentation is presented on PLU School of Nursing slides and includes all relevant aspects of the project. The student's appearance and presentation skills meet doctoral expectations.						
Student Response to Challenges.						
The student responds appropriately to all questions from the DNP Team.						
The student responds appropriately to all questions from the Public.						

Comments: _____

Describe Corrective Actions if Revisions Required: _____

Select the Outcome of the Presentation:

- Approved as Presented
 Approved with Minor Revisions
 Reject Project

Student Signature: _____

DNP Chair Signature: _____

DNP Team Member Signature: _____

DNP Team Member Signature: _____

DNP Team Member Signature: _____

Date: _____

Appendix K

Final DNP Project Approval Form



School of Nursing Doctor of Nursing Practice Program
DNP Project Final Presentation Approval Form

Student Name

Student Signature

Date of Presentation

Title of Project

Committee Evaluation: **Approved** _____ **Approved with Minor Revisions** _____

Not Approved _____

Remarks and/or required revisions:

Faculty Chair

Signature, Chair of Project Team

Member

Signature, Member

Member

Signature, Member

Member

Signature, Member

Director, DNP Program

Signature of Director, DNP Program

Instructions:

1. Have this form prepared at the time of your final presentation.
2. Print and bring to the presentation to collect signatures.
3. The title on this form and the title page of your project must match exactly.
4. Submit to the DNP Administrative Assistant.

Appendix L

Embargo Form

RUNNING HEAD

#



Graduate Program DNP Project Paper Release Form

Name: _____ Student ID: _____
 Department: _____ Graduation Semester: _____
 Degree Program: _____ Graduation Year: _____

IMMEDIATE RELEASE

I authorize the Pacific Lutheran University Graduate Program to release my project paper to the PLU Electronic Repository to make it available to the public electronically as soon as is feasible after my project has been filed.

EMBARGO REQUEST

I wish my dissertation or thesis to be withheld following the date of submission, after which time the full manuscript will be released to the PLU Electronic Repository and made available to the public electronically.

I request my dissertation or thesis to be held for the following period:

One Year Two Years Three Years

STUDENT RESPONSIBILITY

In addition to my approval of the copyright agreement with PLU, I hereby grant a nonexclusive, worldwide, royalty-free copyright license to The Regents of Pacific Lutheran University to reproduce, distribute, display, my project at Pacific Lutheran University ("the Work"), including: (i) the right to distribute the Work in whole or in part in all forms of media, now known or hereafter created, including display on the internet and through databases containing other works; and (ii) to electronically store, archive, copy, and or convert the Work for preservation purposes. The Regents will credit me as the author of the Work.

I represent and warrant that the Work: (a) is my original work and that I have full power to enter into this agreement; (b) does not infringe the copyright, intellectual property rights, or privacy rights of another; (c) contains no material which is obscene, libelous, or defamatory; and (d) I have not made, and will not hereafter make, any contract or commitment contrary to the terms of this Agreement or in derogation of the license granted to the University hereunder.

I release and forever discharge the University and its officers, agents, and employees from any and all claims and demands arising out of or in connection with the use, display, and distribution of the Work.

I understand that if my project has been embargoed, I should contact my Committee Chair in the event that an extension is needed.

We (Student and Committee Chair) declare to have read the above, fully understand its meaning and effect, and freely and voluntarily agree to be bound by it.

Student Signature: _____ Date: _____
 Committee Chair Signature: _____ Date: _____