Dual Doctor of Nursing Practice (DNP) Program

Student Handbook

2020-2021

A Dual Program of the
University of North Carolina, Charlotte
and Western Carolina University

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UNC Charlotte DNP Website

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Welcome to the Doctor of Nursing Practice Program

The faculty and staff at The University of North Carolina at Charlotte (UNC Charlotte) and Western Carolina University (WCU) welcome you to our collaborative Dual Doctor of Nursing Practice (DNP) program, a unique effort between UNC Charlotte and WCU. We are proud to offer our dual program to students interested in advancing their clinical practice, scholarship, and leadership skills. Our DNP program is a practice-focused doctoral program designed to prepare Post-Master's nurses and Advanced Practice Registered Nurses (APRNs) to lead innovation in nursing practice and healthcare.

The DNP program educates nurses prepared in advanced practice nursing roles (NP, CRNA, CNL, CNM, and CNS) or health systems/organizational leadership in clinical inquiry, scholarship, policy, and innovation in health care. The DNP doctorate prepares graduates to analyze systems of care and provide transformational leadership to improve patient safety, quality of care, and implement evidence-based, culturally competent care practices. Translation of research findings into evidence-based practice is emphasized throughout the program, and broad goals of the program include the ability to interpret, analyze, and apply research findings to clinical and systems/population level practice settings, determine and measure system and population outcomes, manage information systems, and use appropriate technology for health and risk management and communication.

The Doctor of Nursing Practice (DNP) represents the highest level of preparation in nursing practice and leadership. The dual program allows students the benefit of a combined faculty and an enhanced pedagogical instruction while experiencing both urban and rural health care perspectives. Students alternate semesters of participation on-site at UNC Charlotte and WCU as a means of implementing this unique approach.

We are committed to preparing competent and compassionate healthcare professionals who will achieve the DNP doctorate as their terminal degree in nursing for clinical practice. This handbook serves as a guide to the DNP program; it ensures clarity regarding the curriculum requirements and progression criteria for the DNP program. It is our hope that you will find the handbook helpful as you progress through the program.

On behalf of the faculty, staff, and administration, we wish you much success as you pursue your doctoral education with us through the Dual DNP Program at UNC Charlotte and WCU. Our goal is for you to experience a supportive, innovative, and rich learning environment as you complete your degree and educational journey.

Dr. Katherine Shue-McGuffin, DNP, RN, FNP-C, UNC Charlotte/WCU Dual Doctor of Nursing Practice Program Coordinator, Clinical Assistant Professor, UNC Charlotte

Dr. Angie Trombley, DNP, APRN, PMHNP-BC, WCU/UNC Charlotte Dual Doctor of Nursing Practice Program Director, Assistant Professor, WCU

For general DNP program information: Contact Dr. Katherine Shue-McGuffin, Program Coordinator at UNC Charlotte, kdshue@uncc.edu or Dr. Angie Trombley, Program Director at WCU, atrombley@wcu.edu

General Information

Introduction

This student handbook is designed for graduate students enrolled in the Dual Doctor of Nursing Practice Program at the University of North Carolina Charlotte (UNC Charlotte) and Western Carolina University (WCU). The dual DNP program provides Master's prepared nurses with opportunities for practice-based doctoral education. The DNP program is taught by the graduate nursing faculty as well as advanced practice nurses and leaders from both universities and the community.

The DNP program has been developed to meet recommendations of the American Association of Colleges and Nurses (AACN), the National Organization of Nurse Practitioner Faculties (NONPF), the American Association of Nurse Anesthetists (AANA) and American Academy of Nurse Practitioners (AANP).

The Dual Doctor of Nursing Practice (DNP) degree offered by the UNC Charlotte and WCU prepares graduates to analyze systems of care and provide transformational leadership that will improve patient safety, quality of care, and implement evidence-based (translational), culturally competent care practices. Graduates from this program will be able to interpret and apply research findings to practice settings, determine and measure system and population outcomes, manage information systems, and use appropriate technology for health and risk communication. DNP graduates will have the skills and abilities to substantially contribute to system reform to achieve goals articulated by the Institute of Medicine, the National Academy of Sciences, and the National Quality Forum.

The Philosophy, Mission, Core Values and Goals of the School of Nursing at UNC Charlotte can be found in the School of Nursing Student Handbook.

The Philosophy Mission, Core Values, and Goals of the School of Nursing at Western Carolina University can be found in the Graduate Nursing Student Handbook.

Program Outcomes

Upon completion of the DNP program, graduates will:

- Analyze and integrate evidence from nursing science with evidence from other relevant scientific disciplines to form a scientific foundation for advanced practice in nursing.
- Apply clinical scholarship, scientific evidence, and analytical methods to improve health care outcomes.
- Develop and evaluate systems to enhance safety and quality of health care.

- Advocate and participate in collaborative interdisciplinary efforts to improve health outcomes at the practice/organization, community, state and national levels.
- Engage in culturally competent and ethically sound advanced nursing practice.
- Demonstrate leadership in the improvement of patient outcomes and transformation of health care delivery.
- Directly manage complex health problems of clients or develop and implement organizational systems to facilitate access and navigation of the health care system.

Figure 1: Essential Elements of Analysis, Leadership, and Practice in the DNP Program

Analysis

Evaluation of complex health problems
Diagnosis of problem
Evidence based practice
Global Health indicators
Social determinants of health

Leadership

Knowledge of health care delivery systems
Advocacy for health policy
Communication skills
Cultural competence and humility
Ethics

Practice

Advanced practice specialty knowledge
Mastery of advanced practice specialty skills
Cognitive knowledge relative to specialty
Design and coordination of services
System of care factors affecting patient outcomes

DNP Core Competencies

Students are expected to master the core competencies reflected in *The Essentials of Doctoral Education for Advanced Nursing Practice* (2006).

Dual DNP Program Overview

The DNP Advisory/Oversight Committee is composed of the DNP Program Director/Coordinator of each school, two additional elected DNP program faculty members from each school, a DNP student representative from each school, and the Associate Directors of the Graduate Division from each school as Ex-officio members.

Responsibilities of the Advisory/Oversight Committee include:

1. Approvals of admission recommendations from each school.
2. Recommendations for changes to courses and curriculum.
    a. Advisory/Oversight Committee makes recommendations to WCU and UNC Charlotte curricula committees.
    b. Each school makes curricular changes per their internal approval processes.
3. Student progression through the program
    a. Dual DNP handbook with differences for each program noted in handbook.
    b. DNP Scholarly Project guided by a DNP committee.
    c. Approvals of completed DNP Scholarly Projects.
4. Recommendations for graduation.
5. Other program issues that may arise.

Each appointed DNP Coordinator/Director is directly responsible to the School of Nursing administration. The WCU Coordinator is directly responsible to the Director, School of Nursing at WCU, and the UNC Charlotte Coordinator is directly responsible to the Director, School of Nursing at UNC Charlotte. The DNP Coordinator/Directors communicate with each other and are the leaders of the Advisory Committee. The Director of the School of Nursing at WCU and the Director of the School of Nursing at UNC Charlotte collaborate and ensure overall success of the Dual DNP Program.

Curricular issues identified by the DNP Advisory Committee (See *Organizational Chart for DNP Program*) are considered and approved through the appropriate internal approval channels at each school. Students will be enrolled at the admitting university and will be subject to all policies of the admitting school and university.

DNP Program Contact Persons

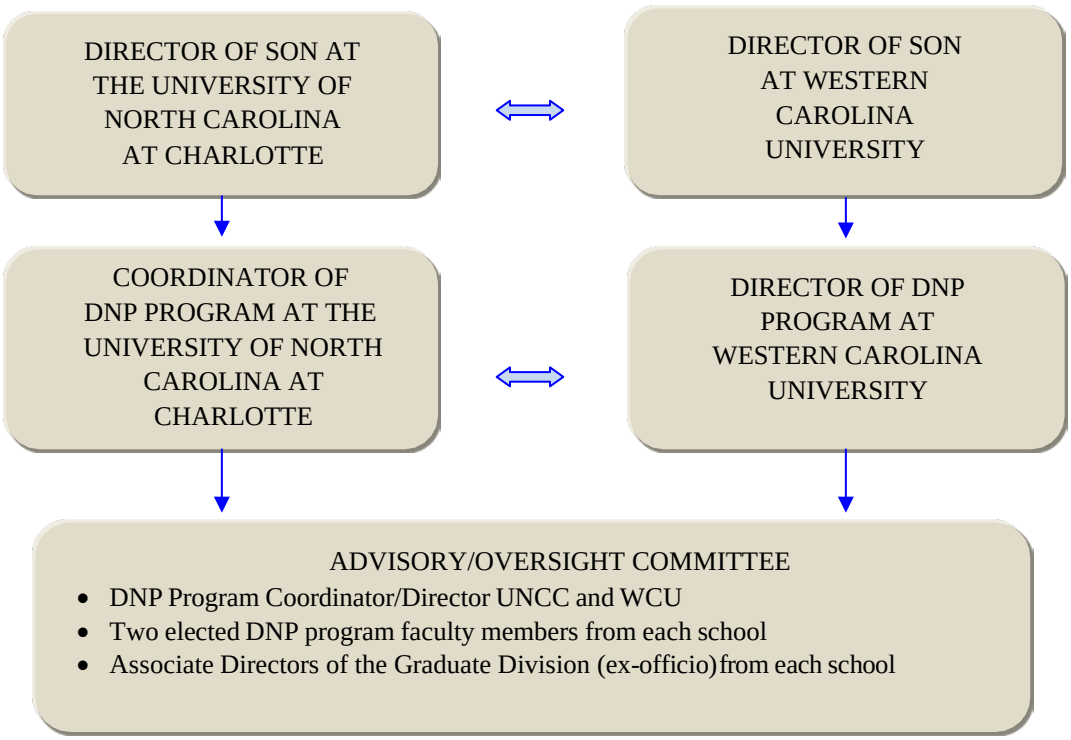
UNC Charlotte:

- Dr. Katherine Shue-McGuffin (704-687-7958 / kdshue@uncc.edu – UNC Charlotte Doctor of Nursing Practice Program Coordinator
- Dr. David Langford (704-687-7967 / drlangfo@uncc.edu) - Associate Director of Graduate Nursing Programs
- Dr. Dena Evans (704-687-7974 / devans37@uncc.edu) – Director, UNC Charlotte School of Nursing

Western Carolina University:

- Dr. Angie Trombley (atrombley@wcu.edu) – Doctor of Nursing Practice Program Director, WCU School of Nursing
- Dr. Mark Kossick (makossick@wcu.edu) – Director of Graduate Programs, WCU School of Nursing
- Dr. Marguerite Murphy (murphym@wcu.edu) -Interim Director, WCU School of Nursing

Organization Chart for Dual DNP Program



Curriculum Plan

The Doctor of Nursing Practice program requires 42 post-master's graduate semester credit hours and completion of a total of 1,000 clinical hours (including 500 hours in the same clinical practice specialty from the MSN program). Starting in the fall of 2016, the Dual DNP Program began offering a full time and part time schedule. Applicants who completed fewer than 500 hours in their MSN program, and do not hold an approved national certification, will be expected to complete additional clinical hours in order to achieve the total of 1,000 for the DNP program. Approved national certifications include:

- ANCC or AANP National certification as a Nurse Practitioner in specialty
- NBCRNA as a Nurse Anesthetist
- AONE Certification in Executive Nursing Practice (CENP)
- ANCC Nurse Executive-Advanced
- ANCC Clinical Nurse Specialist in specialty
- CNC as a Clinical Nurse Leader

Students with nurse educator credentials will be asked to provide evidence of clinical practice and will be advised by the Program Coordinator/Director at the student's home university upon admission.

All students will be required to complete the curriculum that includes a sequence of courses as listed in the plan of study that follows.

Doctorate of Nursing Practice Program—UNCC/WCU

PROGRAM OF STUDY: Dual DNP Post Masters Admission (42 Semester Hours)

FULL-TIME YEAR ONE		
FALL Semester @ UNCC (8)	**SPRING Semester @ WCU (8)**	**SUMMER Semester @ UNCC (9)**

• **NUDN 8140/NSG 814** Foundations and Applications of Evidence Based Practice (3)
• **NUDN 8150/NSG 815** Healthcare Program Evaluation and Quality (3)
• **GRAD 8990** Academic Integrity (0) **Online 0-credit hour course required by the Graduate School**
_____
• **NUDN 8441 or NSG 883** Clinical Residency and Project Development I (2) **TAUGHT AT EACH UNIVERSITY (Individual projects directed by faculty at each school)**
 	
IMMERSION/ORIENTATION @ UNC CHARLOTTE
PROJECT TOPIC APPROVAL PROPOSAL AT HOME UNIVERSITY
	• **NSG 818/NUDN 8145** Leadership and Project Planning (3)
	• **NSG 817/NUDN8147** Applied Biostatistics (3)
	_____
	• **NSG 884 or NUDN 8442** Clinical Residency and Project Development II (2) **TAUGHT AT EACH UNIVERSITY (Individual projects directed by faculty at each school)**
	
	IMMERSION/ORIENTATION @ WCU
	PROJECT PROPOSAL PRESENTATION TO COMMITTEE
		• **NUDN 8202/NSG 802** Community Epidemiology (3)
		• **NUDN 8160/NSG 816** Global Health & Social Justice (3)
		• **Electives*:**
		  • **WCU: NSG 893** – Medical Humanities (3)
		  • **UNC Charlotte:** Elective of choice (3)
		
		*Elective taken at either university

FULL-TIME YEAR TWO		
FALL Semester @ WCU (9)	**SPRING Semester @ UNCC (8)**	**SUMMER Semester**
• **NSG 822/NUDN 8220** Health Care Policy and Ethics (3) • **NSG 823/NUDN 8230** Economic & Financial Aspects of Healthcare System (3) _____ • **NSG 885 or NUDN 8443** Clinical Residency and Project Development III (3) **TAUGHT AT EACH UNIVERSITY (Individual projects directed by faculty at each school)** **IMMERSION/ORIENTATION @ WCU** **IMPLEMENTATION DEBRIEF AT HOME UNIVERSITY**	• **NUDN 8260 /NSG 826** Leadership, and Healthcare Systems (3) • **NUDN 8270/NSG 827** Technology for Communication and Transforming Healthcare (3) _____ • **NUDN 8444 or NSG886** Clinical Residency and Project Development IV (2) **TAUGHT AT EACH UNIVERSITY (Individual projects directed by faculty at each school)** **IMMERSION/ORIENTATION @ UNC CHARLOTTE** **PROJECT FINAL DEFENSE AT HOME UNIVERSITY** **(Public Presentation with Project Committee)**	Summer to complete elective and/or finish project.

Didactic Courses taken by all students at UNC Charlotte during Academic Year (12):

- Foundations and Applications of Evidence Based Practice (3)
- Healthcare Program Evaluation and Quality (3)
- Leadership, and Healthcare Systems (3)
- Communication for Technology and Transforming Healthcare (3)

Didactic Courses taken by all students at WCU during Academic Year (12):

- Leadership and Project Planning (3)
- Applied Biostatistics (3)
- Health Care Policy and Ethics (3)
- Economic & Financial Aspects of Healthcare System (3)

Didactic Courses taken by all students at UNC Charlotte during Summer (6):

- Community Epidemiology (3)
- Global Health & Social Justice (3)

Courses taken by only students at admitting campus (9)

Doctorate of Nursing Practice Program—UNCC/WCU

PROGRAM OF STUDY: Dual DNP Post Masters Admission (42 Semester Hours)

PART-TIME YEAR 1		
FALL Semester @ UNCC (6)	**SPRING Semester @ WCU (6)**	**SUMMER Semester @ UNCC (3)**
• **NUDN 8140/NSG 814** Foundations and Applications of Evidence Based Practice (3) • **NUDN 8150/NSG 815** Healthcare Program Evaluation and Quality (3) • **GRAD 8990** (0) Academic Integrity **0-credit hour course taught by Graduate School** **IMMERSION/ORIENTATION AT UNC CHARLOTTE**	• **NSG 818/NUDN 8145** Leadership and Project Planning (3) • **NSG 817/NUDN8147** Applied Biostatistics (3) **IMMERSION/ORIENTATION AT WCU**	• **NUDN 8202/NSG 802** Community Epidemiology (3)
PART-TIME YEAR 2		
FALL Semester @ WCU (5)	**SPRING Semester @ UNCC (5)**	**SUMMER Semester @ UNCC (6)**

• **NSG 883 or NUDN 8441** Clinical Residency and Project Development I (2)
TAUGHT AT EACH UNIVERSITY
(Individual projects directed by faculty at each school)
• **NSG 823/NUDN 8230** Economic & Financial Aspects of Healthcare System (3)
IMMERSION/ORIENTATION AT WCU
PROJECT TOPIC APPROVAL PROPOSAL AT HOME UNIVERSITY
	• **NSG 884 or NUDN 8442** Clinical Residency and Project Development II (2)
	TAUGHT AT EACH UNIVERSITY
	(Individual projects directed by faculty at each school)
	• **NUDN 8260/NSG 826** Leadership and Healthcare Systems (3)
	IMMERSION/ORIENTATION AT UNC CHARLOTTE
	PROJECT PROPOSAL PRESENTATION TO COMMITTEE
		• **NUDN 8160/NSG 816** Global Health & Social Justice (3)
		• **Electives*:**
		  • **WCU: NSG 893** – Medical Humanities (3)
		  • **UNC Charlotte:** Elective of choice (3)
		*Elective taken at either university

PART-TIME YEAR 3		
FALL Semester @ WCU (6)	**SPRING Semester @ UNCC (5)**	**SUMMER Semester**
• **NSG 822/NUDN 8220** Health Care Policy & Ethics (3) • **NSG 885 or NUDN 8443** Clinical Residency and Project Development III (3) **TAUGHT AT EACH UNIVERSITY** **(Individual projects directed by faculty at each school)** **IMMERSION/ORIENTATION AT WCU** **IMPLEMENTATION DEBRIEF AT HOME UNIVERSITY**	• **NUDN 8270/NSG 827** Technology for Communication and Transforming Healthcare (3) • **NUDN 8444 or NSG886** Clinical Residency and Project Development IV (2) **TAUGHT AT EACH UNIVERSITY** **(Individual projects directed by faculty at each school)** **IMMERSION/ORIENTATION AT UNC CHARLOTTE** **PROJECT FINAL DEFENSE AT HOME UNIVERSITY** **(Public Presentation with Project Committee)**	Completion of elective and/or finish project if needed.

Didactic Courses taken by all students at UNC Charlotte during Academic Year (12):

- Foundations and Applications of Evidence Based Practice (3)
- Healthcare Program Evaluation and Quality (3)
- Leadership, and Healthcare Systems (3)
- Communication for Technology and Transforming Healthcare (3)

Didactic Courses taken by all students at WCU during Academic Year (12):

- Leadership and Project Planning (3)
- Applied Biostatistics (3)
- Health Care Policy and Ethics (3)
- Economic & Financial Aspects of Healthcare System (3)

Didactic Courses taken by all students at UNC Charlotte during Summer (6):

- Community Epidemiology (3)
- Global Health & Social Justice (3)

Clinical Residency Courses taken by students at their admitting campus (9)

Student Enrollment Status

Full-time enrollment status for the DNP program at UNC Charlotte School of Nursing is defined as taking a minimum of 8-9 semester credits for fall and spring semester and a minimum of 6 semester credits for summer semester, except when fewer credits are needed for graduation.

Part-time enrollment status for the DNP program at UNC Charlotte School of Nursing is defined as taking a minimum of 5-6 semester credits for fall and spring semester and a minimum of 3 semester credits for summer semester, except when fewer credits are needed for graduation.

Full-time enrollment status for the DNP program at WCU SON is defined as taking a minimum of 9 credits for the fall and spring semester and 5 credits for summer semester.

Part-time enrollment status for the DNP program at WCU SON is defined as taking a minimum of 6 credits for the fall and spring semester and 3 credits for summer semester.

The program of study for full-time students is a minimum of 2 years (5 semesters). The program of study for part-time students is a minimum of 3 years (8 semesters).

Maximum time allowed to complete the DNP degree is 6 years.

Student Advisement

Each student will be assigned an advisor on admission by his or her respective university. The advisor is to mentor the student and provide advice and academic support as needed to complete the program of study plan. The courses are designed to be taken in a sequence to support the terminal DNP Scholarly Project. It is important **not** to deviate from the plan of study. Any deviation from the plan of study may prolong graduation from the program. The scholarly project must be successfully completed prior to graduation. Delays in project implementation, analysis, or presentation may add additional semesters to your plan of study. Plans of study should be reviewed with your academic advisor every semester to ensure accurate enrollment in courses. The academic advising process is determined by each school.

Overview of Clinical Residency Requirement & Scholarly Project Development Process

Overview

The Clinical Residency requirement and Scholarly Project development are inextricably connected and completed in four courses titled: Clinical Residency and Project Development I, II, III, & IV. Students meet the requirements for residency and project development in the four Clinical Residency and Project Development courses and through the Scholarly Project Committee approval of the Final Scholarly Project Defense.

Student learning opportunities during each Clinical Residency and Project Development course are designed to enrich the student's knowledge and practical skill foundations in areas that will facilitate development and completion of the DNP Scholarly Project.

A. Course Requirements for Clinical Residency:

The residency of each Clinical Residency and Project Development course is comprised of four components: clinical hours, clinical learning contract, reflective discussions, and scholarly activities. A brief description of each component follows.

1. Clinical Hours

The clinical hours are completed during the four residency courses and are designed to facilitate student clinical learning specific to the student's primary area of interest and consistent with the DNP Essentials and specialty competencies. These experiences include in-depth work with experts in nursing, as well as other disciplines, and systematically provide meaningful student engagement within practice environments for feedback and reflection. Student learning opportunities are designed to enrich the student's knowledge and practical skill foundations in areas that will facilitate achievement of the DNP Scholarly Project. The following list offers examples of possible clinical hour opportunities and potential directions for the Scholarly Project related to evidence-based practice change or outcome enhancement:

1. Work to change practice based on the evidence in your institution.
2. Provide clinical leadership (e.g. advanced practice committee in your institution, state or national level).
3. Learn a new skill or procedure (under direction of the clinical expert) that will enhance your ability to translate evidence into practice.
4. Work with a clinical expert to develop best practices.

For post-master's DNP students, a minimum of 500 academically supervised hours will be required in the DNP Scholarly Project and Clinical residency courses. Students may choose their current place of employment as their clinical site with the intention of expanding their clinical role. Hours obtained at the student's place of employment are separate from regular work hours. Proficiency may be acquired through a variety of methods (case studies, practice contact hours, completing specified procedures, demonstrating experiential competencies, or a combination of these elements) and according to the agreed upon Clinical Learning Contract created in the Clinical Residency courses with the course faculty and clinical expert. Clinical learning contracts will be approved by clinical experts and course faculty in the Clinical Residency and Project Development courses I, II, III, & IV.

Students who have not earned 500 clinical hours upon entry in the program, and who do not hold an approved national certification, will have an option to earn additional clinical hours through a clinical elective course offered at each respective university.

2. **Clinical Learning Contract**

Each student will develop an individualized DNP Learning Contract in collaboration with the course faculty and clinical expert during each residency course (See the Dual DNP Clinical Scholarly Project Guidelines).

The purpose of the clinical learning contract in each residency course is to increase the student's exposure to and involvement in doctoral level clinical practice under the direction of a clinical expert. The student is responsible for identifying and proposing a collaborative arrangement with a clinical expert who has practice expertise or works in a clinical setting of interest. Students may be used to obtain additional affiliation agreements and clinical requirements fulfilled according to the student's respective home university and School of Nursing policies, as well as agency requirements, prior to beginning a clinical residency experience. Input from the clinical expert is important as the contract is developed. The student and clinical expert must establish mutually agreed upon objectives and evaluation criteria. The specific objectives, requirements, and evaluation criteria will depend on the practice focus in which the student is participating, the student's level of education, and the student's educational needs. The Clinical Learning Contract will be approved by course faculty/IOR in Clinical Residency and Project Development courses I, II, III & IV. As part of the clinical contract, clinical hours must be documented and submitted on the DNP Residency/Scholarly Project Log. These two items must be 1) uploaded to the DNP online learning platform (e.g., Blackboard / Canvas) and 2) submitted to each program's respective personnel [i.e., the UNC Charlotte DNP Program Coordinator and the WCU Office of Student Services via wcunursing@wcu.edu prior to the end of the semester. A student will not be able to continue to matriculate through the DNP program unless the UNC Charlotte DNP Program Coordinator/WCU Office of Student Services acknowledges having received

these two completed items. A brief description of how the objectives were met at the end of the residency should also be included on the Learning Contract.

Although the clinical expert provides input on student progression, **faculty are responsible for determining final grades of all DNP students.**

3. **Reflective Learning:**
   All students will participate in reflective learning as a means of integrating clinical leadership and inquiry into previous or current practice. Students will synthesize what has been learned and reflect upon how the course content was integrated into their practice.

   Formal, professional reflection allows the student to integrate ethics, health policy, collaboration and health information technology. This allows them to synthesize what has been learned. Students will reflect back on clinical cases, common diagnoses, and population concerns and discuss how ethics were considered, how informatics were used with team members, patients and families, how health policy and politics were considered, and how health disparities were impacted in those situations. Students will outline how they used their leadership skills in those situations, demonstrating what was learned about their work, their strengths, and what more they could bring to the situation. These reflective narratives will be embedded in course discussions.

4. **Scholarly Activities**

   Students participate in multiple academic and scholarly activities. For example, students are expected to attend conferences, seminars, journal club, grand rounds, morbidity and mortality meetings, patient conferences, practice-based lectures, interdisciplinary committees, quality improvement committees and any other opportunities available at their site. In addition, students are required to be involved and contribute to interdisciplinary initiatives. The scholarly activities should support the objectives in the Clinical Learning Contract. Students will evaluate their participation in the Clinical Learning Contract.

   Students must submit documentation of fulfillment of DNP competencies in the online learning platform for each clinical residency and project development course, including documentation of practice hours, clinical contracts, and other activities related to DNP competencies.

B. Requirements and Process for DNP Scholarly Project Development & Completion

The DNP Scholarly Project is a project that brings together the practice and scholarship aspects of the Doctor of Nursing Practice degree. It is designed to address complex practice

issues that affect groups of patients, health care organizations, or health care systems utilizing informatics, technology, and in-depth knowledge of the clinical and behavioral sciences. The clinical scholarship required in the DNP Scholarly Project reflects mastery and competency in the student's area of expertise.

Development of the DNP Scholarly Project is facilitated through each of the Clinical Residency courses. The actual DNP project is evaluated by the Scholarly Project Committee and culminates in a scholarly presentation and submission to Proquest. A dissemination activity such as presenting a poster at a regional or national conference or developing a manuscript to be submitted for publication in a peer-reviewed journal is expected upon completion of the program. Students may choose to work in private practices, clinics, inpatient units, hospital systems, and other institutions and communities in the assessment, planning, implementation, and evaluation of outcomes of the DNP Scholarly project.

The student, the practice setting, and the student's DNP Scholarly Project Committee must jointly agree upon the scholarly initiative. The student must complete any required IRB approvals prior to implementing the project. A brief description of the Clinical Residency course activities facilitating the DNP Scholarly Project follows.

- **Clinical Residency and Project Development I:** Course content focuses on the following:
    - Development of Topic
    - Establishment of PICOT question
    - Needs Assessment
    - Abbreviated Review of Literature

- **Clinical Residency and Project Development II:**
    - Developing a proposal
    - IRB Process – CITI Training
    - Comprehensive Review of Literature

- **Clinical Residency and Project Development III:**
    - Steps for project implementation
    - Documenting outcomes of DNP Scholarly Project
    - DNP role development

- **Clinical Residency and Project Development IV:**
    - Steps for writing the final project
    - Strategies and processes for disseminating information including steps in preparing a manuscript and public presentations

C. Sites for Clinical Residency/Project Development

Students are responsible for securing a site for their Clinical Residency and DNP Project development. The site must be approved by the faculty teaching the Clinical Residency and Project Development I course and DNP Coordinator/Director. A current site of employment, or another site, may be used when the project identified is not within the current job duties and is an expansion of their clinical role. Hours obtained at the student's place of employment are separate from regular work hours.

For students not using their workplace, it is estimated that 3-6 months may be required to secure the appropriate contractual agreement to use the site for the DNP Scholarly Project; therefore, students are encouraged to begin securing a site in the first semester of the program. Students may not begin their project until a site agreement has been signed.

DNP Scholarly Project and Committee

The DNP Scholarly project begins with the selection of the committee guiding the project. Selection of the committee chair occurs early in the first semester of the program. Additional members will be selected by the end of the first semester. The DNP Scholarly Project Committee monitors the progression of the student through the project process. The student and chair will meet at least once during each semester, either at the on-campus immersions, via electronic media formats such as Skype, GoToMeeting, or other distance formats agreed upon by the chair and student.

The DNP Scholarly Project is guided by the DNP Scholarly Project Committee. The student is responsible for:

- Choosing the committee members with input from his/her chair during the initial semester of enrollment.
- The composition of the DNP Scholarly Project committee is expected to include a minimum of one doctoral prepared (PhD, DNP, MD or any other doctoral prepared individual) regular faculty member with graduate status from either the UNC Charlotte or WCU School of Nursing, and a clinical expert from the practice area. The chair must come from the student's admitting university. UNC Charlotte requires one additional faculty member that is appointed by the graduate school.
- When a DNP student chooses to terminate the relationship with their committee chair, the student must meet face-to-face with the committee chair for respectful discussion. The student must also inform the DNP Coordinator, and if necessary, the Associate Director of Graduate Nursing Programs prior to dissolving the relationship.
- When a chair chooses to terminate the relationship with the student, a meeting with the student's entire DNP Committee, the DNP Coordinator, and the Associate Director of Graduate Nursing Programs is required prior to dissolving the relationship.
- The student is responsible for completing the UNC Charlotte DNP Scholarly Project Committee Form (Appointment of Committee Form).

The Committee is responsible for:

- Guiding the student through the project planning, implementation, and evaluation.
- Determining the successful completion of the project requirements. Failure to successfully present the DNP scholarly project more than twice will result in termination from the program.

Steps and Timeline for Project Completion and Work with Committee:

Each semester students are expected to work with their committee to reach certain milestones in completing their Scholarly Project in order to graduate on time. The milestones are as follows:

- Clinical Residency I
  - Selection of committee chair
  - Selection of committee members (submission to Graduate School)
  - Topic Approval by chair and committee
- Clinical Residency II
  - Presentation of Scholarly Project Proposal (submission to Graduate School)
- Summer Semester (Between Clinical Residency II and III)
  - IRB preparation and submission
- Clinical Residency III
  - Project Implementation
- Clinical Residency IV
  - Presentation of Scholarly Project (Final Defense)
  - Submission of Scholarly Project to Graduate School (check academic calendar of home institution to see submission deadlines)

Explanation of the steps:

1. Topic Approval: Students submit an oral and written presentation to the DNP Scholarly Project Committee for approval and feasibility of their topic. (See the Dual DNP Clinical Scholarly Project Guidelines). Student must prepare a power point presentation describing the key components of the project topic at the end of the first semester. If a student fails to pass the oral presentation, the committee and the student will develop a remediation plan.

2. Presentation and Approval of Project Proposal: Students submit a written proposal to their committee in advance of an oral presentation. Students make a formal presentation to their committee of their scholarly project proposal (Proposal Defense Report). A student is allowed a second attempt to present their proposal to the committee if they are unsuccessful the first time. Failing the proposal presentation on the second attempt will result in dismissal from the program. (See the Dual DNP Clinical Scholarly Project Guidelines).

3. IRB Approval: The student will work with their chair to secure IRB approval from the appropriate institutions during Clinical Residency II and the following summer semester. Typically, IRB approval at the institution where the project will occur is the first step, followed by approval at the admitting university.

4. Presentation and Approval of Scholarly Project: Students submit their written project to their committee in advance of an oral presentation. Students make a formal public presentation to their committee and invited guests of their scholarly project proposal (Final Defense Report for DNP Scholarly Project). The process for scheduling and announcing the presentation will vary by campus. A student is allowed a second attempt to present their final project to the committee if they are unsuccessful the first time. Failing the final presentation on the second attempt will result in dismissal from the program. (See the Dual DNP Clinical Scholarly Project Guidelines).

IRB Approval

Research conducted at UNC Charlotte and WCU is subject to a wide range of federal and state policies established to ensure ethical conduct in research. The Institutional Review Board (IRB) ensures respect, fairness, and safety in human subjects' research. DNP Scholarly Projects must be submitted to the IRB at the clinical site as well as the student's home university for review and approval prior to beginning any project. Specific instructions for each university IRB are:

1. UNC Charlotte - IRB
2. WCU - IRB

Degree Completion and Graduation

To graduate from the DNP program, the student must successfully complete the coursework, meet the clinical hour requirement, implement, and present a scholarly project. Faculty is responsible for determining final grades of all DNP students.

Use of Degree Credentials

There is no degree credential for doctoral candidacy. Although sometimes used, the DNP(c) designation is not an accepted convention to indicate doctoral candidacy. A doctoral candidate should continue to use the degree initials that have been earned. It is appropriate to state that one is a doctoral candidate in text form, e.g., in the biographical information that accompanies a published article. It is acceptable to use the DNP credentials only after one has successfully completed the degree.

Time Limits for Degree Completion

All graduation requirements must be completed within 6 years from enrollment in the first course as outlined in the University Graduate Catalog of the student's admitting university.

Amount of Transfer Credit Accepted

DNP students may transfer up to 6 graduate semester credit hours (with a grade of B or better) with approval of the DNP Program Director and the universities' Graduate Schools. Students may not transfer credits that were used in completion of another degree. No course being transferred may be older than 6 years at the time of graduation.

Financial Aid

Contact the respective admitting institution's financial aid office for information:

UNCC: Financial Aid
WCU: Financial Aid

Grades Required

A student must maintain a cumulative GPA of 3.0 in all course work taken in the program. A student who accumulates two grades of C or any grade of U will automatically be terminated from the DNP program.

The DNP program's academic termination policy is as follows:

2 grades of C or 1 grade of U

Grading and Appeal Policies

Please refer to each university's Graduate Catalog for a complete description of grading and appeal policies as it relates to the admitting university.

UNCC: Catalog-2020-2021
WCU: Catalog-2019-2020

Grading Scale: The following scale will be used for grading all nursing course-related activities and deriving the final course grade.

A	90-100
B	80-89
C	70-79
U	≤69

Student Complaints

Student issues or complaints regarding the program that are not related to grades, should be taken to the Program Coordinator/Director at the students' admitting university. Issues that cannot be resolved at the level of the Program Coordinator/Director will be taken to the Director of the SON at the admitting university.

For UNC Charlotte. the process for filing a grievance is in the UNC Charlotte CHHS Handbook.

For WCU, the process for filing a complaint can be found on the website.

Dual DNP Program Instructional Technology Requirements

Below are the minimum instructional technology requirements adopted by both universities for this program. In order to be successful in completing the DNP courses in traditional and in hybrid instructional formats, students need solid, basic set of computer skills. The skills needed include, but are not limited to:

- Basic skills in using a word processor and perform tasks such as cutting and pasting and creating presentations in presentation software
- Saving your files in several different formats and locations
- Uploading files in online applications
- Downloading and installing software
- Internets skills should include, using email and file attachments, using your browser effectively, making bookmarks, chatting and using search functions. This is a hybrid program. A computer with the software and hardware listed on the IT form are required to attend this program. It is **required** that you have a laptop with the listed requirements on the IT form and bring it to orientation and classes.

Each student is expected to have Internet access and access to a laptop computer with web cam and microphone capability and the following software:

- Microsoft Office (Word, PowerPoint, Excel)
- SPSS
- Adobe Reader (free download at http://get.adobe.com/reader)
- Endnote (optional)

Clinical and Health Requirements

Clinical requirements are considered met for students conducting their project at their workplace. For students not using their workplace for the project, they are required to follow the SON policies below:

UNCC:

University: Immunizations

School of Nursing: Clinical Agency Mandates

School of Nursing *Student Handbook*: Student Handbook

WCU:

University: Immunizations

School of Nursing: Immunization and other agency requirements

Tentative Schedule for On-Campus Immersions*

Full-Time:

Year 1	
Fall Semester	**Spring Semester**
Orientation and immersion on the UNC Charlotte campus (1st week of classes)	Immersion at WCU Biltmore Park, Asheville
1 day at the end of the semester at home University for Topic Approval presentation	1 day at the end of the semester at UNC Charlotte campus for Project Proposal defense
Year 2	
Immersion at WCU Biltmore Park, Asheville	Immersion at UNC Charlotte campus
1 day at the end of the semester at home University for Immersion Debriefing	Participation in Research Day at home University (UNC Charlotte & WCU) Doctoral Defense scheduled by student and Committee Chair at home University

Part-Time:

Year 1	
Fall Semester	**Spring Semester**
Orientation and immersion on the UNC Charlotte campus (1st week of classes)	Immersion at WCU Biltmore Park, Asheville
Year 2	
Immersion at WCU Biltmore Park	Immersion at UNC Charlotte campus
1 day at the end of the semester at home University for Topic Approval presentation	1 day at the end of the semester at UNC Charlotte campus for Project Proposal defense
Year 3	
Immersion at WCU Biltmore Park	Immersion at UNC Charlotte campus
1 day at the end of the semester at home University for Immersion Debriefing	Project presentation at University Research Day and final Defense at home University

*Immersion Attendance Policy

Students are required to attend immersions at the beginning of the semester and a presentation day at the end of the respective semester. Immersion is not held during the Summer semester. The attendance for immersion/scholarly presentations is mandatory. You must be present for the entire week of immersion; you must also be present for the entire day. If you have any extenuating circumstances such as illness, please notify your instructor prior to your absence. The course faculty/instructor of record will determine consequences of missed coursework during immersion. The exact the number of days and length of time for each immersion day for on-campus/instructional site immersion experiences may vary per university and semester.

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****Students will follow the policies of the university where they are admitted. For specific policies not addressed in this handbook, please refer to the student's respective admitting university's handbooks. In the event there are differences in policy between the institutions, students will follow the policy and procedures of the admitting institution.