

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF BACCALAUREATE AND GRADUATE NURSING
DOCTOR OF NURSING PRACTICE PROGRAM



DNP PROJECT GUIDELINES
2018-2019

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Doctor of Nursing Practice Project

Description of DNP Project

The DNP Project is an evidence-based Project that demonstrates a synthesis of the DNP Program outcomes. Incorporating principles of evidence-based practice, students will address a specific healthcare problem or health outcome and implement practice changes that improve health care, health care delivery, or health-related outcomes. The DNP Project is the final product of the DNP Program, providing evidence of scholarship and mastery in the areas of leadership, scientific methods, and practice improvement. Students who complete the DNP Project will have the skills and expertise to implement, use, and evaluate evidence-based nursing practice, therefore providing the highest quality care and promoting the best patient outcomes. This Project is congruent with the American Association of Colleges of Nursing (AACN) Essentials of Doctoral Education for Advanced Nursing Practice (2006).

The DNP Project will be a practice change initiative developed in response to a health or healthcare delivery problem for a specific population which receives services from a particular agency. Students should work with key individuals in the agency to identify a suitable healthcare problem that is a priority for the agency and for which a feasible intervention can be developed within the timeframe of your DNP Program.

DNP Project

The DNP Project Team provides guidance and expertise in the successful design, implementation, evaluation, and dissemination of the DNP Project. The student's assigned faculty advisor will serve as the DNP Project Advisor. The DNP Project Team will consist of two doctorally prepared DBGN faculty members: the advisor and one additional Project team member. At least one of the DNP Project Team members must be a member of the DNP Committee.

Role of the DNP Project Team

DNP Advisor

The Advisor will guide the student through the DNP Project process to include:

- DNP Project Team member selection and approval;
- Meetings with DNP Project Team members;
- Clinical agency site contracts and agreements;
- IRB approval and compliance;
- Project approval, development, implementation, and evaluation;
- DNP Project Final Report;
- DNP Project Final Presentation.

DNP Project Team Members

The DNP Project Team members will provide guidance throughout the Project process, including:

- Active participation in all Project team meetings;
- Periodic consultation in area of expertise as needed;

- Constructive and timely feedback on drafts of the student's DNP Project proposal, DNP Project Final Report, and DNP Project Presentation.

Steps in Completing a DNP Project

The steps for completing a DNP Project are aligned with DNP course work to: (a) assure that students complete all important steps leading to the DNP Project implementation, (b) keep students focused on their DNP Projects throughout their course work, (c) provide objective checkpoints for both students and DNP Project advisors throughout the students' curricular progression, and (d) facilitate the student's successful completion of the DNP Project.

With multiple entry points in the DNP program each year, students will be taking DNP core courses in a variety of sequences. However, the courses most closely aligned with the DNP Project (NSC 990, NSC 992, NSC 901, and NSC 994) have clear expectations that will help doctoral students streamline and complete their DNP Project requirements. DNP curricular plans are found in Appendix A. The *DNP Project Checklist* is in Appendix B.

Course Alignment of Steps in Completing a DNP Project

Student Expectations	DNP Project Advisor, Project Team Members, and Course Faculty Expectations
Prior to Enrollment in 3rd DNP Course:	
<ol style="list-style-type: none"> 1. Review the DNP Project Guidelines 2. Initiate meeting with DNP Project Advisor to explore: <ol style="list-style-type: none"> a. Possible DNP Project healthcare agencies b. DNP Project ideas 	<p>DNP Project Advisor will meet with student to review:</p> <ol style="list-style-type: none"> 1. Curriculum plan: <ol style="list-style-type: none"> a. Course sequence b. Clinical hours requirement (including gap analysis) 2. DNP Project: <ol style="list-style-type: none"> a. DNP Project Guidelines b. Collaborative healthcare agencies c. DNP Project ideas 3. Program timeline
Each Semester	
<p>Initiate meeting with DNP Project Advisor to discuss updates on:</p> <ol style="list-style-type: none"> 1. Possible DNP Project agencies 2. DNP Project ideas 3. Curriculum progress 	<p>DNP Project Advisor will meet with student to review:</p> <ol style="list-style-type: none"> 1. Possible DNP Project agencies 2. DNP Project ideas 3. Curriculum progress
Prior to Enrollment in NSC 990	
<p>In a meeting with DNP Project Advisor, discuss:</p> <ol style="list-style-type: none"> 1. A selected healthcare problem in a specific healthcare agency for which an evidence-based intervention is necessary. 2. Upcoming NSC 990 review of evidence-based literature. 	<p>DNP Project Advisor will help student:</p> <ol style="list-style-type: none"> 1. Assess the value of the DNP Project for the selected agency. 2. Define scope of DNP Project. 3. Provide direction for review of evidence-based literature.

NSC 990 – Analytical Methods I	
<ol style="list-style-type: none"> 1. Conduct an initial evidence-based integrative review related to the DNP Project. 2. Explore potential methods of evaluating the evidence-based intervention. 3. Meet with selected faculty members about serving on the DNP Project Team. 4. Obtain faculty signatures on <i>Request to Appoint DNP Project Team Members</i> form (Appendix C). 5. Hold an initial DNP Project team meeting by the date specified by NSC 990/992 faculty. 6. Finalize the clinical agency in which DNP Project will be implemented. Discuss collaboration with this site with the appropriate persons in the agency. 7. Assure any necessary clinical contracts or agreements are in place between the University and the agency. 8. Finalize DNP Project focus. <p>Note: Once a team is formed, students may request to change any member of their DNP Project Team. See Appendix D.</p>	<p>Course Faculty will:</p> <ol style="list-style-type: none"> 1. Guide students in review of evidence and completion of a topic-specific integrative review. <p>DNP Project Advisor will:</p> <ol style="list-style-type: none"> 1. Discuss with student potential options for another doctorally prepared DBGN faculty to serve as DNP Project Team member. 2. Assist student in finalizing clinical agency and securing necessary clinical contracts or agreements. 3. Guide student in finalizing DNP Project focus.

NSC 992 – Analytical Methods II	
<ol style="list-style-type: none"> 1. Select a process improvement model to guide your DNP Project. 2. Develop a comprehensive review of the literature 3. Develop DNP Project Proposal – Draft 1. 4. Consult with your DNP Project Advisor on review of literature and initial proposal. 5. Seek initial proposal consultation as necessary from DNP Project Team members. 6. Submit written initial DNP Project Proposal to DNP Project Advisor at the end of the course. 	<p>Course Faculty will:</p> <ol style="list-style-type: none"> 1. Provide instruction and facilitate selection of process improvement model. 2. Instruct student in writing of comprehensive review of literature that supports the DNP Project. 3. Instruct student in development of DNP Project Proposal Draft 1. 4. Instruct student in development of IRB Draft 1. <p>DNP Project Advisor will:</p> <ol style="list-style-type: none"> 1. Provide feedback on comprehensive review of literature. 2. Provide feedback on DNP Project Proposal Draft 1. 3. Provide feedback on IRB Draft 1. <p>Project Team Members will:</p> <ol style="list-style-type: none"> 1. Provide feedback on DNP Project Proposal Draft 1, as necessary. 2. Provide feedback on IRB Draft 1, as necessary.
NSC 901 – DNP Project Support	
<ol style="list-style-type: none"> 1. Meet with DNP Project Advisor as necessary. 2. Finalize preceptor agreement for DNP Project. 3. Draft IRB application for ECU and/or designated clinical agency. 4. Complete DNP Project Proposal - Draft 2 based on feedback from DNP Project Team. 5. Initiate <i>Statement of Mutual Agreement Form</i> (Appendix E), if appropriate. 	<p>Course Faculty will:</p> <ol style="list-style-type: none"> 1. Provide guidance for obtaining agency approval for preceptorship. 2. Provide guidance on IRB Draft 2. <p>DNP Project Advisor will:</p> <ol style="list-style-type: none"> 1. Provide feedback on DNP Project Proposal Draft 2. 2. Provide feedback on IRB Draft 2. <p>DNP Project Team will:</p> <ol style="list-style-type: none"> 1. Meet with student and advisor, as necessary. 2. Provide feedback on DNP Project Proposal Draft 2, as necessary. 3. Provide feedback on IRB Draft 2, as necessary.

NSC 994 – DNP Project

During NSC 994 course work, each student will meet with his/her DNP Project Team as directed by DNP Project Advisor.

Complete Proposal Process:

1. Revise DNP Project proposal until approved by DNP Project Team.

Obtain IRB Approval:

1. Prepare IRB Application for ECU and DNP Project clinical agency, following appropriate guidelines.
2. Submit completed IRB to DNP Project Advisor. Revise as necessary.
3. Submit completed IRB Application to DNP Coordinator for review. Revise as necessary.
4. Submit IRB Application to ECU and DNP Project clinical agency.
5. Complete *Statement of Mutual Agreement Form* (Appendix E).
6. Obtain full IRB approval from ECU and DNP Project clinical agency prior to implementation.

Implement DNP Project:

1. Implement the DNP Project.
2. Collect all DNP Project data.
3. Conduct DNP Project data analysis.

Prepare Final Report and Presentation:

1. Write the Final Report with continued input from the DNP Project Advisor and input from the DNP Project Team members.
2. Obtain final approval from DNP Project Team
3. Submit Final Report to DNP Coordinator for approval. Revise as necessary.
4. Prepare final DNP Project Presentation with continued input from the DNP Project Advisor and DNP Project Team members.

DNP Project Advisor will:

1. Guide the student in completion of:
 - a. Project proposal
 - b. IRB Application
 - c. Project implementation
 - d. Data analysis
 - e. Final Report
 - f. Final presentation
2. Schedule DNP Project Team meetings as necessary.
3. Assure completion of all DNP Project grading rubrics.
4. Sign *DNP Project Signature Page* (Appendix G).

DNP Project Team members will:

1. Provide input to student on :
 - a. Project proposal
 - b. IRB Application
 - c. Project implementation
 - d. Data analysis
 - e. Final Report
 - f. Final presentation
2. Attend the final DNP Project Presentation.
3. Complete final DNP Project Report and presentation grading rubrics.
4. Sign *DNP Project Signature Page* (Appendix G).

5. Submit final presentation to DNP Coordinator for approval. Revise as necessary.	
NSC 994 – DNP Project (continued)	
<p>Disseminate DNP Project:</p> <ol style="list-style-type: none"> 1. With the DNP Project Advisor’s approval, request to schedule a final presentation of the DNP Project through the Department of Baccalaureate and Graduate Nursing. 2. Present the completed DNP Project to the DNP Project Team and interested members of the academic and clinical communities. 3. Obtain final confirmation from DNP Project Team that the DNP Project expectations for the DNP degree have been met. 4. Submit the DNP Project Report in electronic format to Encompass and as a printed bound paper copy to the DNP Program Coordinator, Advisor, and each Team Member. The bound copy should be printed on one side, bound with flat binding, and have a clear cover and solid back. <p>Optional: Obtain Copyright (Certificate of Registration) for DNP Project.</p>	

DNP Project Proposal Format

Adhere to the most recent edition of the Publication Manual of the American Psychological Association

1. Title page
2. Abstract
3. Table of Contents
4. Problem Description (Background & Significance)
5. Proposed Evidence-based Intervention
6. Available Knowledge (Literature Review)
7. Rationale (Theoretical Framework and Implementation Framework)
8. Specific Aims (Purpose Statement)
9. Methods
 - a. Context (Agency Description)
 - i. Setting
 - ii. Target Population
 - iii. Congruence of DNP Project to Selected Organization's Mission, Goals, and Strategic Plan
 - iv. Description of Stakeholders
 - b. Description of Evidence-Based Intervention and Implementation Plan
 - c. Study of the Intervention (Project Design and Outcome Measures)
 - d. Measures (Data Collection Tools)
 - e. Plan for Analysis
 - f. Ethical Considerations (IRB)
10. Timeline of Project Phases (Submission of IRB to DNP Project Presentation)
11. Resources – Personnel, Technology, Budget, etc.
12. Feasibility for Sustainability
13. References
14. Appendices

DNP Project Final Report Format

Once final revisions are complete and approved by the DNP Project Team, submit the DNP Project Report in electronic format to Encompass and as a printed bound paper copy to the DNP Program Coordinator, Advisor, and each Team Member. The bound copy should be printed on one side, bound with flat binding, and have a clear cover and solid back. The report is to be consistent with APA style. Adjust margins for binding as necessary. The report should follow the SQUIRE 2.0 guidelines. Additional information about these guidelines can be found at <http://www.squire-statement.org/>. The report should include:

1. DBGN Required DNP Project Title Page (Appendix G)
2. Abstract based on Squire 2.0 guidelines
3. DBGN Required DNP Project Signature Page (Appendix F)
4. Acknowledgements
5. Table of Contents
6. Body of Paper following Squire 2.0 guidelines
7. References

Revised Standards for Quality Improvement Reporting Excellence (SQUIRE 2.0) September 15, 2015

Text Section and Item Name	Text Section and Item Name
<p>Notes to authors</p>	<p>The SQUIRE guidelines provide a framework for reporting new knowledge about how to improve healthcare</p> <ul style="list-style-type: none"> • The SQUIRE guidelines are intended for reports that describe system level work to improve the quality, safety, and value of healthcare, and used methods to establish that observed outcomes were due to the intervention(s). • A range of approaches exists for improving healthcare. SQUIRE may be adapted for reporting any of these. • Authors should consider every SQUIRE item, but it may be inappropriate or unnecessary to include every SQUIRE element in a particular manuscript. • The SQUIRE Glossary contains definitions of many of the key words in SQUIRE. • The Explanation and Elaboration document provides specific examples of well-written SQUIRE items, and an in-depth explanation of each item.

	<ul style="list-style-type: none"> • Please cite SQUIRE when it is used to write
Title and Abstract	
1. Title	Indicate that the manuscript concerns an initiative to improve healthcare (broadly defined to include the quality, safety, effectiveness, patient-centeredness, timeliness, cost, efficiency, and equity of healthcare)
2. Abstract	<p>a. Provide adequate information to aid in searching and indexing</p> <p>b. Summarize all key information from various sections of the text using the abstract format of the intended publication or a structured summary such as: background, local problem, methods, interventions, results, conclusions</p>
Introduction	<i>Why did you start?</i>
3. Problem Description	Nature and significance of the local problem
4. Available knowledge	Summary of what is currently known about the problem, including relevant previous studies
5. Rationale	Informal or formal frameworks, models, concepts, and/or theories used to explain the problem, any reasons or assumptions that were used to develop the intervention(s), and reasons why the intervention(s) was expected to work
6. Specific aims	Purpose of the Project and of this report
Methods	<i>What did you do?</i>
7. Context	Contextual elements considered important at the outset of introducing the intervention(s)
8. Interventions	a. Description of the intervention(s) in sufficient detail that others could reproduce it

	b. Specifics of the team involved in the work
9. Study of the Intervention(s)	a. Approach chosen for assessing the impact of the intervention(s) b. Approach used to establish whether the observed outcomes were due to the intervention(s)
10. Measures	a. Measures chosen for studying processes and outcomes of the intervention(s), including rationale for choosing them, their operational definitions, and their validity and reliability b. Description of the approach to the ongoing assessment of contextual elements that contributed to the success, failure, efficiency, and cost c. Methods employed for assessing completeness and accuracy of data
11. Analysis	a. Qualitative and quantitative methods used to draw inferences from the data b. Methods for understanding variation within the data, including the effects of time as a variable
12. Ethical Considerations	Ethical aspects of implementing and studying the intervention(s) and how they were addressed, including, but not limited to, formal ethics review and potential conflict(s) of interest
Results	<i>What did you find?</i>
13. Results	a. Initial steps of the intervention(s) and their evolution over time (e.g., time-line diagram, flow chart, or table), including modifications made to the intervention during the Project b. Details of the process measures and outcome c. Contextual elements that interacted with the intervention(s) d. Observed associations between outcomes, interventions, and relevant contextual elements e. Unintended consequences such as unexpected benefits, problems, failures, or costs associated with the intervention(s).
Discussion	<i>What does it mean?</i>

14. Summary	<ul style="list-style-type: none"> a. Key findings, including relevance to the rationale and specific aims b. Particular strengths of the Project
15. Interpretation	<ul style="list-style-type: none"> a. Nature of the association between the intervention(s) and the outcomes b. Comparison of results with findings from other publications c. Impact of the Project on people and systems d. Reasons for any differences between observed and anticipated outcomes, including the influence of context e. Costs and strategic trade-offs, including opportunity costs
16. Limitations	<ul style="list-style-type: none"> a. Limits to the generalizability of the work b. Factors that might have limited internal validity such as confounding, bias, or imprecision in the design, methods, measurement, or analysis c. Efforts made to minimize and adjust for limitations
17. Conclusions	<ul style="list-style-type: none"> a. Usefulness of the work b. Sustainability c. Potential for spread to other contexts d. Implications for practice and for further study in the field e. Suggested next steps
Other Information	
18. Funding	Sources of funding that supported this work. Role, if any, of the funding organization in the design, implementation, interpretation, and reporting

**EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF BACCALAUREATE & GRADUATE NURSING
DNP PROJECT FINAL REPORT
Committee Summary Rating**

Student: _____

DNP Project Title: _____

Date: _____

Team Member: _____

Criteria	Points Possible	Points Received	Satisfactory Performance Based on Squire 2.0 Descriptions	Comments
Abstract	5		<ul style="list-style-type: none"> • 200 word abstract summarizing all key information from various sections of the text including local problem, methods, interventions, results, and conclusions 	
Introduction	40		<ul style="list-style-type: none"> • Problem Description • Literature Review (Available Knowledge) • Theoretical/Conceptual Framework (Rationale) • Specific Aims 	
Methods	35		<ul style="list-style-type: none"> • Contextual Elements • Intervention • Study of the Intervention • Measures • Analysis • Ethical Considerations 	
Results	10		<ul style="list-style-type: none"> • Results 	
Discussion	10		<ul style="list-style-type: none"> • Summary • Interpretation • Limitations • Conclusions 	
Grammar, Style, APA Format	-		<ul style="list-style-type: none"> • It is expected that the body of the paper is well organized with correct grammar, sentence and paragraph structure and that APA format is followed. Point deductions will be made for lack of attention in this area. 	
Final Paper Grade	100			

Comments:

**EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF BACCALAUREATE & GRADUATE NURSING
DNP PROJECT FINAL PRESENTATION
Committee Summary Rating**

Student: _____

DNP Project Title: _____

Date: _____

Team Member: _____

Please rate the extent to which the candidate showed evidence of the ability to:	Excellent	Above Average	Average	Below Average	Unsatisfactory
Describes the phenomena, its importance to healthcare and affected stakeholders					
Clearly and concisely states the goal of the Project					
Provides a synthesis of the current state of science related to the Project					
Clearly, logically, concisely, and accurately articulates the methods and procedures of the Project					
Clearly and concisely summarizes how each Project objective was evaluated, providing statistical analysis for each					
Clearly articulates the Project results					
Provides summary and interpretation of findings and the implications for practice					

Strengths/Weaknesses/Comments:

Candidate's Rating (Average Overall Score on Above Items):

____ Excellent (4.6-5) _____ Above Average (3.6-4.5) ____ Average (2.5-3.5) _____ Unsatisfactory (< 2.5)

If candidate is Unsatisfactory, state committee recommendations:

Appendix A

DNP Curriculum Plan

Curriculum

- NSC 900 Seminar I: Role Transition
- NSC 901 DNP Project Support
- NSC 905 Analytical Methods for EBP
- NSC 940 Theory Application for Doctor of Nursing Practice
- NSC 942 Informatics in Healthcare Delivery
- NSC 950 Public Health Policy
- NSC 954 Organizational Leadership
- NSC 960 Healthcare Economics and Finance
- NSC 990 Analytical Methods I
- NSC 992 Analytical Methods II
- NSC 994 DNP Project
- NSC 995 Independent Study
- NSC 938 Special Topics

Fall A Start Plan: 7 semesters

	Fall A	Fall B	Spring A	Spring B	Summer I	Summer II
Year 1 Semesters 1-3	NSC 942	NSC 954	NSC 940	NSC 950	NSC 905 8 weeks	
Year 2 Semesters 4-6	NSC 900	NSC 960	NSC 990	NSC 992	NSC 901	
	NSC 900 Clinical 1-3 hours over 16 weeks				NSC 901 Clinical 1-2 hours over 10 weeks	
Year 3 Semesters 7	NSC 994* 9 Hours Required Continue until complete					

* NSC 994 can be started in Summer II if NSC 901 clinical hours are completed **and** DNP Project Advisor is available.

Fall B Start Plan: 7½ semesters

	Fall A	Fall B	Spring A	Spring B	Summer I	Summer II
Year 1 Semesters ½-2		NSC 954	NSC 940	NSC 950	NSC 905 8 weeks	
Year 2 Semesters 3-5	NSC 942	NSC 960	NSC 990	NSC 992	NSC 901	
					NSC 901 Clinical 1-2 hours over 10 weeks	
Year 3 Semesters 6-7	NSC 900		NSC 994* 9 Hours Required Continue until complete			
	Clinical 1-3 hours over 16 weeks					

* NSC 994 can be started in Summer II if NSC 901 clinical hours are completed.

Spring A Start Plan: 7 semesters

	Fall A	Fall B	Spring A	Spring B	Summer I	Summer II
Year 1 Semesters 1-2			NSC 940	NSC 950	NSC 905 8 weeks	
Year 2 Semesters 3-5	NSC 942	NSC 954	NSC 990	NSC 992	NSC 901	
					NSC 901 Clinical 1-2 hours over 10 weeks	
Year 3 Semesters 6-7	NSC 900	NSC 960	NSC 994 9 Hours Required Continue until complete			
	NSC 900 Clinical 1-3 hours over 16 weeks					

Summer I Start Plan: 8 semesters

	Fall A	Fall B	Spring A	Spring B	Summer I	Summer II
Year 1 Semester 1					NSC 905 8 weeks	
Year 2 Semesters 2-4	NSC 942	NSC 954	NSC 940	NSC 950	NSC 938 (if needed)	
Year 3 Semesters 5-7	NSC 900	NSC 960	NSC 990	NSC 992	NSC 901	
	NSC 900 Clinical 1-3 hours over 16 weeks				NSC 901 Clinical 1-2 hours over 10 weeks	
Year 4 Semester 8	NSC 994 9 Hours Required Continue until complete					

* NSC 994 can be started in Summer II if NSC 901 clinical hours are completed **and** DNP Project Advisor is available.

Appendix B

DNP Project Checklist

DNP Project Checklist

Student Name: _____

DNP Project Advisor: _____

Expected Time Line	Date Completed	Student Expectations
Semester 1		Review the DNP Project Guidelines.
Semester 1		Identify the area of the topic of interest.
Semester 1		Meet with DNP Project Advisor.
NSC 990		Conduct an initial integrative review related to your DNP Project. Explore processes for evaluating outcomes of your evidence-based intervention.
NSC 990		Meet with selected faculty members about serving on the DNP Project Team
NSC 990		Obtain faculty signatures on <i>Request to Appoint DNP Project Team Members</i> form (Appendix C).
NSC 990		Hold an initial DNP Project Team meeting within the last four weeks of the semester.
NSC 990		Identify the clinical agency in which you will be implementing your DNP Project. Discuss your interest in collaborating with this site with the appropriate persons in the agency.
NSC 990		Assure any necessary clinical contracts or agreements are in place between Eastern Kentucky University and the agency.
NSC 990		Finalize DNP Project focus.
NSC 992		Select a process improvement model to guide your DNP Project.
NSC 992		Develop a comprehensive review of the literature.
NSC 992		Develop an initial DNP Project Proposal.
NSC 992		Consult with your DNP Project Advisor on review of literature and initial proposal.
NSC 992		Seek initial proposal consultation as necessary from DNP Project Team members.
NSC 992		Submit written initial DNP Project Proposal to DNP Project Team members at the end of the semester.
NSC 901/994		Hold a designated meeting with DNP Project Team to review the initial DNP Project Proposal.

Expected Time Line	Date Completed	Student Expectations
NSC 901/994		Complete the <i>Statement of Mutual Agreement</i> (Appendix E) with the clinical agency.
NSC 901/994		Obtain IRB approval from ECU and designated clinical agency.
NSC 901/994		Revise and finalize DNP Project proposal as needed based on IRB review, pilot data, and feedback from DNP Project Team.
NSC 901/994		Hold a second DNP Project Team meeting as necessary to review progress and initiate the DNP Project.
NSC 994		Complete the DNP Project and write the Final Report with continued supervision from the DNP Project Advisor and input from the DNP Project Team members.
NSC 994		With the DNP Project Advisor's approval, request to schedule a final presentation of the DNP Project through the DNP Program Coordinator.
NSC 994		Present the completed DNP Project to the DNP Project Team and interested members of the academic and clinical communities.
NSC 994		Revise final DNP Project Report as necessary based on feedback from the DNP Project Team.
NSC 994		Obtain approval from DNP Project Team members (based on consensus) that the DNP Project expectations for the DNP degree have been met.
NSC 994		Submit a final copy (printed and electronic) of the DNP Project Report to DNP Project Team members and DNP Program Coordinator.
NSC 994		Students have the option of obtaining Copyright (Certificate of Registration) for their DNP Projects.

To be kept in student file.

Appendix C

Request to Appoint DNP Project Team Members Form

Request to Appoint Doctor of Nursing Practice Team Members

Student Name _____

Student ID # _____

DNP Project Advisor: _____

DNP Project Team Member: _____

DNP Project Team Member: _____

Signature of Student Date

Signature of DNP Coordinator Date

Signature of DBGN Chair Date

Signature of DNP Project Advisor Date

Signature of DNP Project Team member Date

Signature of DNP Project Team member Date

Copies to: Student, Student file, DNP Project Advisor, DNP Coordinator, DBGN Enrollment Specialist

Appendix D

Request to Change a DNP Project Team Member Form



Request to Change a Doctor of Nursing Practice Project Team Member

Student Name _____

Student ID # _____

DNP Project Advisor: _____

Current Project Team Member: _____

New Project Team Member: _____

Reason for changing Project Team membership:

Signature of Student Date

Signature of DNP Project Advisor Date

Signature of Current Project Team Member Date

Signature of New Project Team Member Date

Signature of DNP Coordinator Date

Copies to: Student, Student file, DNP Project Advisor, DNP Coordinator, DBGN Enrollment Specialist

Appendix E

Statement of Mutual Agreement Form



Statement of Mutual Agreement for DNP Project

The purpose of a Statement of Mutual Agreement is to describe the agreement between a designated clinical agency and the DNP student regarding the student's DNP Project.

I. General Information

Student Name: _____

Project Title: _____

Agency: _____

Agency Contact: _____

II. Brief description of the Project

- Evidence-based intervention
- Expected Project outcomes (products, documents, etc.)
- On-site Activities (DNP student role, required meetings, access to agency records, non-disclosure expectations)
- Products resulting from the DNP Project with potential market value.
Any products produced from collaboration with the agency must be discussed with the student, DNP Project Advisor, and appropriate agency representative. The ownership of intellectual property rights must be determined prior to the implementation of the Project.



Student Name: _____

Project Title: _____

III. Agreement of written and oral communication

- Reference to clinical agency in student’s academic work, publications, and presentations
- Restrictions on discussion of any Project or agency details
- Formal agency approval needed for any publicly shared findings

IV. Required Signatures:

Student

Date

DNP Project Advisor

Date

Agency Representative

Date

Appendix F

DBGN Required DNP Project Signature Page

Title of DNP Project

By

Student Name

DNP Project Advisor Date

DNP Project Team Member Date

DNP Project Team Member Date

DNP Coordinator Date

Dept. of Baccalaureate & Graduate Nursing Chair Date

Appendix G

DBGN Required DNP Project Title Page

Title of DNP Project

Submitted in partial fulfillment of the requirements for the degree of Doctor of Nursing Practice
at Eastern Kentucky University

By

Student Name

City, State

Year

References

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