NAU

NORTHERN ARIZONA UNIVERSITY

School of Nursing

DOCTOR OF NURSING PRACTICE (DNP) PROJECT REQUIREMENTS

Requirements for Development, Implementation, Evaluation and Dissemination of DNP Projects

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Revised Fall 2022

	Approved	**Reviewed**	**Reviewed**	**Reviewed**
Graduate Program Committee				
SON Director				

Overview

The School of Nursing (SON) faculty familiar with the Doctor of Nursing Practice (DNP) project requirements are involved in the development of this document and provide feedback annually regarding updates and changes. DNP students are required to read through this document following acceptance to the DNP program and are expected to use it as a reference throughout the program.

Clarification of DNP versus PhD Scholarship

There are multiple options for a terminal degree in nursing: the Doctor of Philosophy (PhD) or the Doctor of Nursing Practice (DNP). Previous doctoral programs in nursing also included the Nursing Doctorate (ND) and the Doctor of Nursing Science (DNSc). In general, the focus of the program differs. PhD programs focus on generation of new knowledge, test hypothesis or theoretical models, or generate information that is considered generalizable. DNP programs, on the other hand, focus on translation of new science and its application and evaluation (American Association of Colleges of Nursing [AACN], 2015). The scholarship distinction is understood as 'research-focused' versus 'practice-focused'.

AACN Guidelines for the DNP Project

The following AACN documents provide the basis for the DNP project requirements:
- The Essentials of Doctoral Education for advanced Nursing Practice (2006).
- The Doctor of Nursing Practice: Current Issues and Clarifying Recommendations (2015).
- Defining Scholarship for Academic Nursing Position Statement (2018).

Handbook Development Resources
- Agency for Healthcare Research and Quality (n.d.). *AHRQ: Agency for Healthcare Research and Quality.* https://www.ahrq.gov/

- Brown, R.E. (2018). *VCU health nursing inquiry process diagram* (Version 2). Virginia Commonwealth University. chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://scholarscompass.vcu.edu/cgi/viewcontent.cgi?article=1056&context=libraries_pubs

- Dearholt, S. L. & Dang, D. (2018). *Johns Hopkins nursing evidence-based practice: Model and guidelines* (3rd ed). Sigma Theta Tau International.

- Melnyk, B. M. & Fineout-Overholt, E. (2019). *Evidence-based practice in nursing and healthcare* (4th ed.). Wolters Kluwer.

- Moran, K., Burson, R., & Conrad, D. (2020). *The Doctor of Nursing practice project: A framework for success* (3rd ed.). Jones & Bartlett.

- Zaccagnini, M. E. & White, K. W. (2017). *The Doctor of Nursing practice essentials: A new model for advanced practice nursing* (3rd ed.). Jones & Bartlett.

Getting Started: Doctor of Nursing Practice (DNP) Project

NAU students enrolled in the DNP program will complete a DNP project as a requirement for graduation. The purpose of this document is to describe the project requirements and provide resources to guide students through the process of development, implementation, evaluation, and dissemination. The project is developed in phases, and the curriculum is designed to facilitate progression from Phase 1 through Phase 4. *Students are required to adhere to their curriculum plan and are not permitted to take courses listed in Phases 1 through 4 out of sequence or without meeting pre or co-requisites as described in course catalog and course syllabi unless approved by their advisor.*

Project Progression		
Phase 1	NUR 677	Phenomenon of Interest; Finding Relevant Evidence
Phase 2	NUR 712	Project Planning and Development
Phase 3	NUR 704	Project Implementation and Evaluation
Phase 4	NUR 706	Project Dissemination and Evaluation of the essentials for the DNP

Scope of DNP Project

The DNP project provides an opportunity for students to integrate new skills into practice and to demonstrate many of the principles of nursing scholarship and the competencies delineated in the DNP Essentials. The integration of these new or refined skills improves outcomes through organizational and systems leadership, quality improvement processes, and the translation of evidence into practice. The project is intended to make an impact, directly or indirectly, on patient and/or healthcare outcomes. DNP students will identify a clinical problem, evaluate the context of the problem, conduct an extensive review of literature, and use the best evidence to formulate a potential solution or intervention. The intervention is then implemented and evaluated to determine what impact it had on the given clinical problem. The findings are then disseminated to stakeholders, other scholars, and the public.

DNP Project Outcomes

1. The proposed change will impact healthcare outcomes through direct or indirect care.
2. The project will have a system (micro-, meso-, or macro-level) or population/aggregate focus.
3. The design of the project will follow sound methodology.
4. The design of the project will be supported by a theoretical framework.
5. Development will include an evaluation of current and emerging financial, political, and organizational issues unique to the project.
6. The project will contain a comprehensive appraisal of current and classical evidence.
7. The project will identify appropriate stakeholders, barriers to implementation and methods to work with these barriers to ensure findings can be implemented as appropriate.
8. The project will be implemented in an appropriate arena or area of practice.
9. The project will demonstrate integration of leadership, ethics, systems thinking, and health policy.
10. The project will include an evaluation process that measures outcomes and demonstrates an impact on individuals, patient populations or systems.
11. The project will provide a foundation for future practice scholarship.
12. The project will include a plan for sustainability.
13. The project will be disseminated to appropriate professional and organizational bodies.

14. The project deliverables will demonstrate scholarly writing, presentation, and application of current APA guidelines.
15. The project will adhere to guidelines as put forth by the institutional review board.

DNP Essentials

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 Essentials outline the curricular elements and competencies required for schools conferring the DNP degree. The DNP coursework, practicum and project contribute to fulfillment of the DNP Essentials. Students will use practicum hours for activities related to project development and implementation and will map these activities to the DNP Essentials and document them on the practicum documentation log, which will be submitted to the NAU DNP Repository when competed. *Additional information about the DNP Practicum and documentation is in the DNP Practicum Handbook.*

Required Textbooks

All students are required to use APA format for their projects. The APA manual is periodically updated, and the most recent version should be used for all assignment submission.

American Psychological Association. (2020). Publication Manual of the American Psychological Association (7th ed.). https://doi.org/10.1037/0000165-000

Faculty will assign textbooks or other resources for reading throughout the courses. Please check the syllabi for requirements for each class.

Resources for Success

The following links may be helpful as students prepare for course and project work.

Agency for Healthcare Research and Quality
American Psychological Association, 7th ed.
Cline Library Subject (Nursing) Librarian
Centers for Medicaid & Medicare Services QI Tools & Resources
Doctor of Nursing Practice
Doctor of Nursing Practice AACN White Paper
Equator Network Health Research Resources
Grammarly
Graduate Nursing Library Guide
John's Hopkins Nursing EBP Tool Kit
Institute for Healthcare Improvement
Purdue Owl

[Rand Cooperation - Surveys](#)
[Sigma Repository](#)
[Squire Guidelines](#)
[The University Writing Commons](#)
[VCU Libraries Scholars Compass – The Clinical Inquiry Process Diagram](#)
[Writing for Professional Journals (University of Utah - open course)](#)

Project Repository

At the beginning of the program students will be automatically enrolled in a non-credit Bb Learn course titled '**DNP Program Repository**' and will have access to the repository throughout the DNP program. It is intended to electronically store critical documents, demonstrate completion of requirements for a DNP degree, and to promote communication between students, project chairs, and DNP coordinator. See [Appendix A](#) for the DNP repository requirements.

Phase 1: Core Courses and Phenomenon of Interest

Phenomenon of Interest

An important milestone is development of the phenomenon of interest. If a student has not decided on a topic of interest, or is unsure, it may be helpful to examine a DNP project repository and/or read other student's DNP project work. Although this may change, identifying the area of interest early allows students to begin networking and exploring the community encompassing their area of interest. Strategies for networking include engaging with peers through journal clubs, subscribing to relevant journals, attending conferences, joining a professional organization, and interviewing content experts. It may be helpful to explore the organizational needs of the agency you intend to use for your project as many organizations now only allow projects that meet their strategic goals.

Students will also work with the program coordinator to identify a faculty project chair. Faculty chairs help students achieve success by ensuring milestones and program requirements are met and providing oversight and guidance to ensure the project work reaches the level of rigor expected of a DNP student. The faculty mentor works with the faculty of the course work and the outcome of that course work provides the foundation for the proposal. The chair will help with the final review of the proposal prior to IRB submission, working with the data collection and analysis and finalizing the discussion and conclusion sections of the proposal. The chair also helps the student prepare for their final defense. Students will be asked to provide evidence that they have completed a graduate level statistics course covering both descriptive and inferential statistics prior to entry into the program.

Core Courses

In Phase 1 students build the foundation for their project work. The core courses provide students with opportunities to build knowledge and examine their topics in different contexts. Students will explore the significance of leadership, organizational systems, and health policy in the design and implementation of their projects. An outline of these requirements can be found in the graduate handbook for the School of Nursing.

NUR 609: Synthesis of Writing, Research, and Statistical Principles in Healthcare

The purpose of this course is to critically analyze professional literature with a focus on research design, methodology, implementation, and statistical analysis. This course will facilitate the development of scholarly writing skills to communicate a critical analysis of the evidence with an application to practice. This course will help define the problem and the outcome will include the Prisma for decision of what evidence exists for the problem statement.

In addition, students will select specific evidence and place this in a table that helps to provide the background for their proposal. Both outcomes will be included in the final paper.

NUR 700: Introduction to the Doctor of Nursing Practice

The purpose of this course is to build the foundation for subsequent DNP courses, the clinical practicum, and development of the DNP project. During this course the DNP and NAU essentials will be introduced which will be evaluated each semester during the practicum and in the dissemination course. Introduction to theory as a basis for the project will also be included in this course.

Phase 2: Planning and Development

Once students have completed most or all the core courses, they will enroll in courses that facilitate exploration and project development, implementation, and dissemination. During this phase, students are also expected to actively work with their project chair. The project planning courses must be taken in sequence. Students who receive a failing grade or an incomplete grade will not progress to the next course. Two failing grades will mean expulsion from the program.

Project Planning Courses

NUR 677

The purpose of this course is to promote discovery, analysis, and synthesis of evidence toward addressing a clinical problem. Students will identify a clinical problem, develop a clinical question (purpose and aims), complete an exhaustive literature search, appraise the literature, create evaluation tables, synthesize findings, and create a synthesis matrix. At the completion of this course the introduction to the problem, purpose and aims and background and significance, and theoretical framework sections of the proposal should be complete.

NUR 712

This course builds on the work in NUR 677 and integrates evidence-based practice and theory in addressing the identified clinical problem. In this course students will solidify their methodology for their project including clarification of outcomes and outcome measures, develop project methods including data collection tools, and prepare for implementation of their project through identification of resources, facilitators, and barriers to guide the project plan. At the conclusion of this course students will have prepared their scholarly proposal, defended this to the faculty and submitted their Institutional Review Board (IRB) Application.

NUR 704

This course guides the student through project implementation, data collection, and data analysis. At the conclusion of this course students will have completed their project implementation.

NUR 706

This course focuses on examining the impact of the project and dissemination of the project work. At the conclusion of this semester students will have completed their final project paper and submitted their work for journal publication and/or presentation to a professional organization. In addition, the student will have provided evidence of which of the DNP. And NAU essentials were addressed during their project from inception to completion. The project is defended at Scholars Day and with those corrections as suggested by faculty, the paper is signed by the chair and the advisor and submitted to the repository for completion of the program.

Project Development Tool

In NUR 677 students will complete the DNP Project Development Tool. This document provides a summary of the topic and the background project work that has been completed. It will be submitted at the conclusion of NUR 677 and reviewed by course faculty and the project chair. The document template can be found in the NAU DNP Repository and in [Appendix B](#).

Components of the document include:
- Clarification of the clinical problem or practice issue.
- Description of the practice area.
- How the practice issue was identified, including strategies used to investigate the issue and need for change and discussion of internal evidence.
- How the project will support or align with the agency's mission, values, or vision.
- The scope of the problem.
- The elements of the PICOT question.
- Description of the evidence that has been or needs to be gathered to answer the question.
- Proposal for how to approach the problem (the project idea and design).
- How the project will change clinical practice.
- Outcomes, quality measures, or indicators that will demonstrate the impact of the project
- Identification of key issues that will drive the project development.

Project Team

The project team includes the student, a faculty chair, statistician, clinical mentor, and other team members as appropriate. Having appropriate interprofessional and interdisciplinary representation on the team is important to the project's success.

The Moran (2020) text recommends the following considerations when putting together the project team.

- Will this work be done in a specific organization?
- Will a specific population be affected by the project?
- Will the student need to implement certain tools, technologies, or guidelines?
- Will there be a methodological or analytical process that requires certain expertise?
- Will there be a need for statistical consultation?
- Is there organizational support for the project?
- Is there someone in the organization who can help navigate organizational challenges?
- Is there someone willing to sustain this work after the project is complete?

Student Responsibilities

As the project leader the student is expected to demonstrate application of leadership skills and knowledge of organizational systems. Students are expected to:

- Maintain consistent and effective communication with project chair.
- Identify appropriate team members.
- Collaborate with the program coordinator and project chair for advisement, formal proposal preparation and presentation, and other project related activities.
- Submit work that demonstrates a high level of leadership and scholarship.
- Coordinate communication and activity between NAU and the project agency or organization.
- Ensure compliance with all DNP project requirements.
- Submit the project proposal to the organizations IRB if required and to NAU's IRB.

Project Chair Role

All students should select a project chair based on the type of project and topic of interest. A project chair must be an NAU SON faculty member, must be a nurse, and have a terminal degree (D.N.P, Ph.D., EdD, D.N.S). The chair and student will sign the Notification of Agreement (Appendix C). Project chairs are expected to:

- Serve as a scholarly advisor and work with the student throughout preparation of the project proposal and through project development, implementation, evaluation, and dissemination.
- Work with the student to ensure project work is completed in a timely manner.
- Assist the student with the IRB process and application preparation.
- Collaborate with the student to schedule regular meetings.
- Collaborate with the agency mentor if appropriate.
- Ensure the methodology in sound and the project can be completed in a timely manner.
- Critique the readiness of the project proposal for formal presentation.
- Critique the readiness of the final DNP project presentation in the final semester.
- Approve the final DNP paper prior to submission or publication and before submission to the Virginia Henderson electronic repository.

Other Team Members

The student will work with the chair to identify other project team members based on the type and scope of the project. Team members' contributions are based on their experience and level of expertise; they do not have to be an RN or have a terminal degree. Team members may be, for example, faculty from other departments, organizational personnel, or content experts in their field. In this role team members may:

- Lend expertise in a specialty area of nursing or related discipline.
- Provide guidance and advise at a particular project site.
- Facilitate access to organizational leadership.
- Provide feedback to the student's project development.

Project Team Agreement

Students will secure signatures from project team members indicating their support and role in project development and implementation. The document will be submitted to the program coordinator and added to the project repository. See Appendix D for the Project Team Agreement Form.

Student and Chair Relationship

Students and project chairs will meet regularly throughout the project development. The student is responsible for scheduling the meetings and should document the meeting agenda, actions, and target dates. The student will follow a timeline that reflects benchmarks, agreed upon expectations, and due dates. See Appendix E for the project milestone checklist.

Choosing an Organization for the Project

It is important that students consult with the potential hosting agency before planning begins. Many organizations have restrictions and/or specific requirements that may impede the progress and success of a project. At the onset of the planning process, students will secure a *Letter of Cooperation* from the Agency where the DNP project will be implemented. The document will be submitted to the program coordinator and added the NAU DNP Repository. See Appendix F for a letter template. At a minimum, the letter must include the student's name, project description, description of student activities, permission to access protected health information if applicable, and the project timeframe.

Choosing an Individual or Group Project

DNP students are expected to complete individual projects. During the DNP project planning process students may inquire about doing a group project. Under some circumstances a group of two students may

work together on a project. The request to complete a group project must be made at the onset of project planning in NUR 677. Approval is based on the type and scope of the project and the decision is made by the program coordinator.

Types of Projects

DNP projects can take many forms, but all must align with the DNP Essentials and the NAU SON program outcomes. To determine the type of project, students will need to have a thorough understanding of their phenomenon of interest and have completed an exhaustive literature search and synthesis that identifies evidence that will support the project. Additionally, students will assess the organization, conduct a needs assessment, articulate a clear problem or quality issue, and identify key stakeholders. This information will then determine the project goals and desired outcomes, the scope of the project, and the type of project. All projects should be developed using a theory or theoretical framework.

Definitions

The DNP project may take several approaches. Project design may involve research or practice-based inquiry, quality improvement, evidence-based practice, or program evaluation. When choosing a project, students should work closely with course faculty and their chair to determine the type of scholarship that best suits their project and desired outcomes. A shared feature of DNP projects is the use of research evidence and systems leadership to improve healthcare outcomes at the practice, population, or health systems level.

- ### Research
  Research and practice-based inquiry uses a scientific process to generate new knowledge that can be generalized. It is a systematic investigation, including development, testing, and evaluation of a question or hypothesis. Data is analyzed and conclusions are drawn from the results. The purpose is to investigate or answer a research question relevant to nursing practice.

- ### Quality Improvement
  Quality Improvement (QI) is a set of continuous actions that lead to measurable improvement in health care services and health status of targeted patient groups. QI involves systematic data-guided activities to monitor, evaluate, and improve quality and safety outcomes of health services and care processes. The purpose is to improve in health outcomes or workflow processes. QI improvements are specific to an organization or agency.

- ### Evidence-Based Practice
  Evidence-based practice (EBP) is a systematic approach that integrates the review and appraisal of the best available scientific evidence combined with clinical expertise and patient/population circumstances to guide care delivery. The purpose is to integrate evidence into practice.

- ### Program Evaluation
  Program Evaluation (PE) is a systematic assessment of the processes and/or outcomes of a program guided by standards, to make judgments regarding the program, improve its effectiveness, and guide further development. The purpose is to evaluate a program's achievements and effectiveness.

- ### Translational Research
  Translational research is rigorous research that studies how evidence-based interventions are translated to real-world clinical settings.

Definition References:

- Melnyk, B.M. & Fineout-Overholt, E. (2019). *Evidence-based practice in nursing and healthcare* (4th

  ed.). Wolters Kluwer.

- Moran, K., Burson, R., & Conrad, D. (2020). *The Doctor of Nursing Practice scholarly project: A*

framework for success (3rd ed.). MA: Jones and Bartlett.

- Department of Health and Human Services
- Centers for Disease Control and Prevention
- Agency for Healthcare Quality

Examples of DNP Projects
- Quality improvement initiatives
- Implementation and evaluation of evidence-based practice guidelines
- Evidence-based intervention or change initiative
- Policy implementation, analysis, revision
- Design and evaluation of new models of care
- Healthcare delivery innovation
- Program development and/or evaluation

Education Based Project Recommendations
Almost all DNP projects involve some element or degree of providing education. However, educational interventions or policy implementation and dissemination of information alone are insufficient as DNP projects. Education in the form of an in-service, a presentation, etc., results in implementation of information into practice only 4-6% of the time (Institute of Medicine [IOM], 2011). However, when education is coupled with other strategies a bigger impact is made on the healthcare outcome (IOM, 2011). Implementation of the change associated with the education informs the project such as revising or implementing a new policy, changing practice such as a new bundle for care, changing standard of care to include the new evidence. Students and chairs should discuss this point.

DNP projects are **NOT** intended to develop DNP students in the role of nurse educators unless they are already trained and working in that capacity (AACN, 2015). In some circumstances, a Post-Master's DNP student who is employed at an academic institution in a school or college of nursing and has appropriate training and expertise as an educator may petition the DNP program coordinator for approval of a DNP project that meets the NAU program outcomes and is consistent with AACN restrictions pertaining to DNP nursing education. This is decided on a case-by-case basis. For students who have opted for the Nursing Education tract, the project must clearly be defined as academic nursing education or as clinical/bedside Nurse Educator tract.

Quality Improvement and Program Evaluation at NAU
NAU requires that any access to health information in an electronic medical record be submitted to the IRB for review. The Determination of Human Research form should be used to document access to this private information for tracking purposes. No data collection should begin until IRB oversight has determined which process will be allowed.

The NAU Office of Research Compliance (ORC) guidelines on QI and program evaluation projects can be accessed at: https://nau.edu/wp-content/uploads/sites/74/2018/05/Quality-Improvement-and-Program-Evaluation_v2019.8.pdf

Conceptual Frameworks & Theories
Prior to beginning the planning and design phase, students will identify a conceptual framework, model or theory to guide and inform project development and implementation. This is an important step and provides a scholarly foundation for planning, data collection and evaluation, and interpreting your results. Additionally, the model should include a plan for sustainability or if needed theories, models and frameworks can be used concurrently to achieve the goal of the project.

Project Proposal

All students will complete a written project proposal in NUR 712. The completed written proposal will be evaluated by the course faculty, the program coordinator, and the project chair prior to the formal presentation on Scholar Day. The project proposal should follow a standard template and contain the key elements to implement the DNP project. The requirements are outlined in Appendix G. The written proposal serves as the basis for the IRB application. A formal acceptance by the faculty is required prior to submitting to the IRB.

The project proposal will be in the APA format using the sample professional paper per the APA manual. All projects will be submitted to the chair or mentor as the work progresses but for defense of proposal or final defense no later than (NLT) 1 month prior to the defense date. The final power point should be submitted to your chair for approval 2 weeks prior to the defense date. Both will be approved by the faculty mentor/chair for submission for proposal or final defense to the chair of the DNP program who will schedule the defense day.

*Students who do not complete the written proposal, or who submit an unsatisfactory proposal, will not be allowed to formally present their proposal on Scholar's Day.

Resources for Proposal Elements
Evidence Evaluation Table

Students will develop a table of evidence illustrating the relevant (keeper) studies that were identified in their exhaustive literature search. A minimum of ten relevant, high-quality studies should be included in the evidence table. To standardize the elements of the table, students will use the headings and requirements presented in Appendix H. The search is considered exhaustive if new literature does not inform the topic further. These should consist of the highest level of evidence available and in general should include references from the past 5 years. This should be updated during the process of evidence gathering and will not be accepted if not complete.

Synthesis Matrix

A synthesis matrix is a table that provides a visual representation of the key ideas or themes identified in the literature review. Data from the evidence table is used develop the synthesis matrix. A minimum of three key issues should identified across the studies. See Appendix I for a sample matrix.

Oral Presentation

All DNP proposals are formally presented to DNP faculty, project chair and committee, college leadership, and peers on Scholar Day. A minimum of four reviewers will evaluate each proposal presentation. See Appendix J for the project evaluation form. Following the presentation, the evaluators will meet and determine whether the project proposal can move forward. Feedback will be given to the students and will include one of the following:

1. Approval without recommendations.
2. Approval with minor revisions and recommendations.
3. Not approved: major revisions required.

If approved, students will receive written notification from the program coordinator. Once the proposal has been approved, students will complete will finalize the proposal with the selected agency if appropriate, the institutional IRB if required and NAU Institutional Review Board (IRB). A copy of the proposal acceptance letter can be viewed in Appendix K.

If the proposal is not approved, the student, project chair, and program coordinator will meet within 5 days to determine the steps to take to secure approval. The student will receive and incomplete or failing grade in 712 depending on the level of the revisions required. Revisions are due to the chair within 2 weeks of scholar day

unless other timelines have been established. At that time, the project chair and program coordinator will determine if the revisions are sufficient to progress. **If the proposal is not sufficient to move forward the student will receive a failing grade in NUR 712 and be required to repeat the course.**

Institutional Review Board (IRB)

All students are required to submit an IRB application and will work with their project chair and NAU IRB resource personnel to complete the process. This process is very prescribed, and students are expected to be proactive to ensure the project is approved prior to starting NUR 704. Projects cannot be implemented without IRB approval or a determination by the IRB that the project is exempt. In some cases, students may also be required to submit a separate IRB application at the institution where they will be implementing their project. At times this can be a lengthy process and students should ask early in the process if this is needed.

-   The IRB process will be reviewed in NUR 712.
-   All DNP projects, without exception, must be submitted to the IRB prior to the collection of data.
-   Students may not submit IRB documents without prior review and approval from their project chair.
-   At the conclusion of the project, students will notify the IRB that their work is completed. IRB submission and closeout information can be found at [NAU IRB Human Research Protection Program.](#)

All DNP students are required to complete CITI (Collaborative Institutional Training Institute) training prior to submitting their project proposal. The training link is available below. Students will need to sign in using their NAU log-in and create an account. There are many course options, but students in the DNP program and their mentors need to complete the *Health & Human Services, Biomedical Research* course. If your project involves patient records, you will also need to complete the optional HIPAA module.

[NAU CITI Training required for completion prior to submission of proposal.](#)

Phase 3: Implementation and Evaluation

In Phase 3 students will engage in the implementation and evaluation of the DNP Project. The purpose of NUR 704 is to provide support to the student and project team during the implementation process. Students are assisted in outcomes management, data collection and project evaluation. Additionally, students will complete the final DNP project paper and develop a project dissemination plan.

Requirements
Students must be enrolled in NUR 704 and at least 1 credit hour of NUR 703.

Practicum Hours and Project Implementation
Students will enroll in NUR 703 in the final 4 semesters of their degree program where they will work on development, implementation, and dissemination of their DNP Project. These hours are completed in conjunction with the four evidence-based practice courses (NUR 677, NUR 712, NUR 704, and NUR 706). Once credit hour of NUR 703 is equal to 60 practicum hours. Therefore, students should expect to complete a minimum of 240 hours completing practicum activities that support the development and implementation of their project. Every DNP project is unique, and practicum experiences will vary. Specific information regarding acceptable practicum experiences is in the *DNP Clinical Practicum Handbook*. It is expected that students will engage in meaningful activities that align with the DNP Essentials and NAU DNP Program Outcomes.

Please note that:
-   Reading is not acceptable for practicum hours.
-   General review of literature is not acceptable for practicum hours.
-   Continuing education is not acceptable for practicum hours without prior approval from the program coordinator.

- Each semester specific goals related to the practicum experience should be established and progression should be noted over the 4 semesters. Each goal should include measurable outcomes.
- Hours are not carried over -each credit unit incurs 60 hours of time; more cannot be carried over to the next semester.

Students will submit a DNP Practicum Plan at the start of each NUR 703 course, will document activities and hours on the DNP Practicum Log, and provide a summary at the conclusion of each semester. Completed documents will be uploaded to the NAU DNP Repository at the end of each semester.

While all DNP students complete 240 practicum hours towards their project, students admitted to the DNP program who do not have enough clinical hours to transfer in complete additional practicum hours in NUR 608.

Phase 4: Dissemination and Final Program Requirements

All students must disseminate their project findings. Students will work with team members, faculty, and their project chair to determine how to disseminate their findings in academic, clinical, community, and professional settings. Although dissemination plans will vary, all students will 1) submit a final project paper; 2) submit a poster to the NAU Graduate Symposium or other peer reviewed forum, 3) submit their final paper to the Virginia Henderson Global Nursing e-Repository, and 4) make a formal presentation (defense) that may be attended by NAU faculty and leadership, peers, mentors, and the public.

Requirements

Students must be enrolled in NUR 706 and at least 1 credit hour of NUR 703. Enrollment in NUR 703 is required for all students in the final semester, even if they have already completed the required practicum hours. **All students must be enrolled in one hour of 706, 703 or independent study until the project is complete and ready for the repository.**

DNP Project Paper

The purpose of the paper is to demonstrate the culmination of doctoral skills developed during the program and mastery of the *DNP Essentials*. It is a requirement for graduation and will be reviewed by course faculty, the program coordinator, and the student's project chair. In addition to the elements included in the project proposal, the final paper includes project findings, implications for clinical practice, healthcare policy, education, health equity, and quality, and a description of plans for dissemination and sustainability beyond the academic setting and for future scholarship.

Process for Approval of the Project Paper

- Paper is submitted in NUR 712 by the due date noted in the course. The paper will be reviewed by the course faculty and any correction must be made within one week. See Appendix M for the paper requirements.
- When complete the paper is submitted (in its final form) for review by the chair and then when approved by the program coordinator.
- Students will obtain team member signatures and submit the Project Signature Form to the program coordinator. See Appendix N for a copy of the signature sheet. This document will become the second page of your final paper.
- If the paper requirements are met the student will be notified in writing that they may present their project on Scholar Day. See Appendix O for a copy of the approval notification and presentation instructions.

Virginia Henderson Global Nursing e-Repository

All students will submit an electronic copy of their final approved paper to the Virginia Henderson Global Nursing e-Repository. Students do not need to be a member of Sigma Theta Tau but will need to register as a new user and create a profile to complete the submission.

DNP Project Poster

Students may present a Final DNP Project Poster at the NAU Graduate Poster Symposium or other peer reviewed conference with faculty approval. The purpose of this activity is to share your work in an academic setting. This event occurs in the spring and the deadline for the poster abstract is usually mid to late January. Students should verify this date in the Fall term and be prepared to submit the abstract at the start of NUR 706. Both the chair/mentor of the project and the program coordinator should review these prior to submission.

Poster Requirements
- Full Title of the Project
- Introduction or Abstract of 250 words or less
- Methods
- Findings
- Discussion
- Short reference list in APA format
- Student contact information
- A copy of the poster (if presentation is live) and the poster as a handout will be shared at the final presentation.

DNP Project Presentation

DNP students are required to give a formal presentation of their DNP Project work prior to graduation. The presentation will occur on Scholar Day and is open to faculty, students, family members, and the public. The presentations will occur on a specified date between the 10th and 13th week of the final semester. The date will be shared at the beginning of the semester to give students ample time to arrange their schedules. Attendance is mandatory and, depending on the circumstances, the presentation may occur in-person or remotely. The template for this presentation is in Appendix O.

Requirements for Final Project Presentation

The final presentation needs to be in PowerPoint format using the NAU template. This is available on the marketing website for NAU. Plan for the length of the presentation to be around 30 minutes with 15 minutes for questions.

Presentation Content
- Title page
- Background & significance
- Purpose and aims and PICOT question
- Search for evidence
- Evidence synthesis and key issues
- Conceptual/theoretical framework/model
- Project methodology
- Project outcomes & analysis
- Implementation Plan
- Conclusions

- Discussion of findings including barriers and future work to be done
- Impact/Sustainability
- Acknowledgements
- References in APA format

Instructions for Binding the Final DNP Project Paper & Supporting Documents

NAU keeps an electronic copy of all DNP projects and related documents. In addition to uploading the required documents to the NAU DNP Repository, students have the option of professionally binding copies of the final DNP Project Paper for their personal files. Formatting is different if binding, please let your faculty know if you are binding your project as the margins in your paper will change. Once all approvals are complete the electronic copy will be stored on the school of nursing shared drive. Please submit the final copy to the DNP coordinator to store this file.

Beyond Requirements

Students are also encouraged to submit an abstract for a poster or podium presentation at a professional conference, prepare a manuscript draft for publication in a targeted peer-reviewed journal, prepare Executive Summary or White Paper, and/or disseminate their findings to the community, stakeholders, and peers. The deadline for submission to most conferences is set many months prior to the conference, so students are encouraged to identify a conference of interest well in advance.

Final Steps

After successful completion of the Final Project Presentation the following FINAL STEPS are required.
- Close out the IRB application at NAU and the hosting agency if applicable.
- Submit the NAU IRB closeout documentation form found in Appendix P to the DNP coordinator.
- Ensure all project related documents, including the final paper, are uploaded to the NAU DNP repository.
- Submit final copy of the project to the DNP coordinator.
- Ensure all practicum hours are compete, have been approved by the DNP program coordinator, and that the log is uploaded to the NAU DNP repository.
- Thank the cooperating agency and team members with a letter of appreciation.

Appendices

Appendix A: DNP Program Repository Requirements

DNP Program Repository Requirements

The NAU DNP Repository is the landing place for scholarly papers, clinical practicum logs, and project related work. Students are automatically enrolled in a non-credit Bb Learn course labeled 'DNP Program/Project Repository'.

At the end of each semester students will upload required documents as stated below. *All documents must be uploaded prior to graduation.*

Course	Document	Due Dates
608	Practicum log Practicum summary Practicum documents	End of each semester
609	Scholarly writing paper	End of semester
677	Evidence synthesis paper	End of semester
700	Phenomenon of interest paper	End of semester
701	Policy paper	End of semester
703	Practicum log Practicum summary Practicum documents	End of each semester
704	Data collection & analysis paper	End of semester
705	Leadership paper	End of semester
706	Poster abstract and pdf Presentation slides Final project paper	End of semester
712	Project proposal	End of semester
714	Health equity paper	End of semester
716	Organizational systems paper	End of semester
	IRB approval notification	When obtained
	Project evaluation form	Following final project presentation
	Handbook acknowledgement form	At admission
	Approved program of study	At admission & if updated by advisor

Appendix B: DNP Project Development Tool

DNP Project Development Tool

A template of this tool can be found in the NAU DNP Repository

Student Name:
Email:
Mentor:

---

1. What is the practice issue and why is it important?

---

2. What is the practice area? (check all that apply)

☐ Administrative
☐ Clinical
☐ Educational
☐ Policy
☐ Community

---

3. How as the practice issue identified? (Check all that apply)

☐ Quality and safety / risk management.
☐ Clinical practice concerns.
☐ Procedural or process issue.
☐ Unsatisfactory patient outcomes.
☐ Financial concerns.
☐ Gap or variation in practice.

---

4. What internal evidence has been gathered?

---

5. How will the project support or align with the agency's values?

---

6. What is the scope of the problem?

☐ Individual
☐ Family
☐ Community
☐ Institution/agency
☐ Population health
☐ Other (explain) _____

7. What are the elements of the clinical question? (Use PICOT format)

Population:

Intervention:

Comparison:

Outcome:

Timeframe:

8. What is the PICOT question? (Must be narrow in focus, searchable, and answerable)

9. What evidence has been or must be gathered to answer the clinical question?

☐ **Systematic literature review**

☐ **Clinical studies (RCTs, cohort studies, descriptive, etc.)**

☐ **Practice guidelines**

☐ **Expert opinion**

☐ **Financial analysis**

☐ **Professional, regulatory, or policy standards**

☐ **Patient and/or family preferences**

☐ **Organizational data**

☐ **Other (explain)**

10. Based on your current knowledge, what do you think you can do to address the problem?

11. How will your project make a change in clinical practice? Can this be implemented?

12. What outcomes, quality measures, or indicators could verify the problem was addressed?

13. Do you anticipate other project team members?

Name:
Position:
Institution:

Name:
Position:
Institution:

Checklist

☐ All questions on this document are answered completely.
☐ A copy of the Evidence Synthesis paper has been given to the project chair.
☐ The DNP Project Requirements Handbook has been read and an acknowledgement signed and uploaded to the NAU DNP repository.

DNP Coordinator Signature:
Comments:

Recommended Action Items:

Appendix C: Project Chair Agreement

DNP Project Chair Appointment & Agreement

A copy of this document can be found in the NAU DNP Repository

Date:

Name of Student:

Proposed DNP Project Title:

Faculty Mentor:

Proposed Team Members:
(Team members will sign the Project Team Agreement form)

_____

Remarks:

_____

Signatures:

Project Chair:

DNP Student:

DNP Program Coordinator:

Appendix D: Project Team Agreement Record (signed by each team member)

DNP Project Team Agreement Record

A copy of this document can be found in the NAU DNP Repository

Full Title of DNP Project:
DNP Student Information: Name: Email: Phone: ☐ I have reviewed the NAU DNP Project Requirements and understand my responsibilities Signature:
Other Team Member Information: Name: Credentials: Email: Phone: ☐ I have reviewed the NAU DNP Project Requirements and understand my responsibilities Signature:
Comments: Submit completed form to the DNP Program Coordinator and upload to the Project Repository.

Appendix E: Project Milestone Checklist

DNP Project Milestone Checklist

The purpose of this checklist is to ensure students and faculty are aware of the requirements for each phase of the DNP project and to ensure that milestones are met.

A copy of this document can be found in the NAU DNP Repository

Phase	Activities/Assignments/Milestone
Phase 1: Core courses NUR 700 & NUR 609	☐ Read the DNP Essentials and Program Outcomes ☐ Develop Professional Network ☐ ***Write Phenomenon of Interest Paper*** ☐ Faculty Mentor and agency mentor
Phase 2: Planning & Development NUR 677 & NUR 712	☐ ***Complete DNP Question Development Tool*** ☐ Complete Literature Search and Synthesis ☐ ***Write Evidence Synthesis Paper*** ☐ Complete Project Team Agreement ☐ Secure Agency Agreement ☐ ***Write DNP Project Proposal*** ☐ ***Formally Present Proposal*** ☐ Complete CITI Training Modules ☐ ***Submit Proposal to IRB*** (following Mentor approval)
Phase 3: Implementation & Evaluation NUR 704	☐ Secure IRB Approval ☐ Begin Project Implementation & Data Collection ☐ Analyze and Synthesize Data & Findings ☐ Verify all immersion hours are complete ☐ ***Submit abstract for poster presentation*** ☐ ***Complete Outcome Evaluation/Impact Paper***
Phase 4: Dissemination & Final Steps Nur 706	☐ ***Submit DNP Project Poster*** ☐ ***Submit Final Project Paper*** ☐ Submit Final Paper to Virginia Henderson Repository ☐ Bind and submit DNP Project Paper ☐ Upload all required documents to NAU DNP Repository ☐ Ensure all Practicum Hours are Completed & Approved ☐ ***Attend Scholar's Day - Project Proposal Presentation***

Appendix F: Agency Letter of Cooperation

Agency Letterhead

Date:
Re: Letter of Agreement between Northern Arizona University and   (agency)

This document confirms that that I   , as an authorized representative of   *(Organization)*, allow *(student)* access to this facility for the purpose of implementing a doctoral nursing project. The project-related activities are described below. The project will start on   *(date)*.

- **Project Site(s)**: *List the specific site name(s) and address(es) for all sites the student will access.*

- **Study Purpose:** *Briefly summarize the study's purpose and chief aim(s).*

- **Study Activities:** *Briefly detail study activities that will commence at the site, such as surveys to be distributed to Site employees, interviews or interventions with patients, or access to patient records or database(s), etc.*
- **Target Population:** *Identify the project population.*

- **Site(s) Support**: *Detail what support the study site(s) agree to provide such as provide space to conduct study activities, authorize site employees to identify persons who might qualify for study, distribute questionnaires, retrieve patient data from site files, provide tissue samples etc.*

- **Data Management:** *Briefly detail the data management plan—what data will be collected, whether data will be identifiable or de-identified, and what protections will be in place to protect the data, e.g., password protected, encryption, etc.*

- **Other:** *Outline any other agreements you and the organization have made to further the research, if applicable.*

- **Anticipated End Date:** *State the anticipated date you will conclude research activities at the study site.*

I understand that this site's participation will only take place during the project's active IRB approval period. All project related activities must cease if IRB approval expires or is suspended. I understand that any activities involving Personal Private Information or Protected Health Information may require compliance with HIPAA Laws and NAU School of Nursing policies.

Our organization agrees to the terms and conditions stated above. If we have any concerns related to this project, we will contact the student. For concerns regarding IRB policy or human subject welfare, we may also contact the Northern Arizona University IRB @ IRB@nau.edu or (928) 523-4340.

Please ask the representative authorized to grant permission to use the site for the DNP project to provide the following:

Signature of Research Site Authorized Representative	
Name of Research Site Authorized Representative	
Job Title of Research Site Authorized Representative	
Date of Signing	

DNP Written Proposal Requirements

The following elements and headings are required for the DNP Proposal that will be completed in NUR 712. Additional items may be added if relevant to the project. To ensure all elements are addressed, please use this document as a checklist prior to submitting for grading. The grading rubric is provided in NUR 712.

A title page is required. The title should be clearly written and reflect the DNP project topic. It should be no more than 10 words. APA format for professional papers should be used as a format.

I. Introduction
   a. This should be 1-2 paragraphs and provides an overview of the project.
II. Background and significance using references that are less than 5 years unless seminal work.
   a. This should be a synthesis of the literature that leads to why the problem was identified and possible solutions based on this evidence.
   b. Discusses the significance to the agency, patient or target population, healthcare, and advanced practice nursing.
   c. Include the relevant stakeholders.
   d. Appendix A should include the literature search keywords and process for how the articles chosen were discovered (NUR 677) and presented as a flow diagram.
   e. Once the literature is presented the gaps in evidence that suggest the need for the project should be discussed including gaps in the literature.
III. Intended Improvement
   a. Clearly states project purpose and aims based on the background and significance.
   b. Clearly states clinical question using PICOT format.
   c. SMART criteria should be included in Appendix B in table format for each Aim.
IV. Theoretical/Conceptual Framework/Model
   a. Describes theoretical/conceptual framework or model guiding the project design, including rationale.
   b. Presents framework definitions and concepts/constructs.
   c. Links concepts/constructs to the project's purpose and objectives.
   d. Provide illustration of theoretical framework (concept map).
   e. Model for implementation (may be narrative or figure)
V. Project Methods
   a. Describe setting to be used for project implementation.
   b. Describes the target population for the project, including inclusion and exclusion criteria.
   c. Describes participant recruitment procedure.
   d. Include IRB process for agency and NAU. Describes consent process and ethical considerations. If exempt, please indicate this. Describe the risks and benefits.
   e. Include instruments to be used or developed with validity and reliability. Include if applicable how HIPPA sensitive data will be protected.
   f. Include data analysis plan, i.e., how the collected data will be coded and analyzed.
   g. Provide a project timeline (step-by-step description for project implementation) Appendix C.
VI. Results section

a. For proposal defense include the way data will be managed (e.g., redcap, SPSS etc.).

VII. Discussion (brief for proposal more detailed with final paper)

    a. Discusses implications to practice, education, research, and policy.

    b. Discusses limitations of project.

VIII. Conclusions

    a. A review/summary of key points is presented in the conclusion. No new information is included.

IX: Implementation and Sustainability

IX. Reference page

X. Appendices

    a. Appendix A: Synthesis Matrix.

    b. Appendix B: SWOT analysis for each aim

    c. Appendix C: Project Timeline

    d. Appendix D: Evidence Table

Writing

    a. This is a scholarly paper and APA formatting is required.

    b. Professional writing and grammar are expected.

    c. Papers that are not organized, are missing content, or those with excessive spelling and grammar errors will be returned ungraded.

    d. This proposal must be approved before the student can formally present their project proposal. Please submit one month prior to your chair for approval.

    e. Use APA professional style paper.

Appendix H: Evaluation Table – Primary Research Evidence

Example of Evaluation Table

Citation	Research Question	Theoretical Foundation	Research Design	Key Findings	Recommendations/ Implications	Level of Evidence

Use landscape layout.
If abbreviations are used, include a legend at the bottom of the table.

Appendix I: Synthesis Matrix

Example of Synthesis Matrix

Determinants in HPV Vaccine Initiation

	Provider recommendation	*Parental recommendation*	*Educational level*	*Sexually active*	*Self-efficacy*
Jones (2020)	✓§	✓§		✓	✓
Davis & Smith (2021)	✓		✓	✓	
Peters & Backus (2018)		✓			✓
Hanson (2015)	✓§	✓	✓§	✓	
Short (2016)	✓		✓§		
Miller (2020)				✓	✓§
Tasa & Judd (2013)	✓			✓	✓§
Marley & Lin (2017)	✓§			✓	
Millar & James (2011)	✓§		✓	✓	✓§
Cramer (2021)	✓	✓		✓	✓

§ = statistically significant findings

Appendix J: DNP Project Proposal Evaluation Tool

DNP Project Proposal Evaluation Tool

The DNP chair, DNP coordinator, and at least one DNP course faculty will use this document to evaluate the formal DNP proposal and final paper. Passing requires that the majority if categories are 2 or above. Areas with 1's will need to be corrected prior to submission to IRB or for program completion as all categories must be 2 or above (mean score)

Scoring: Unsatisfactory = 1   Satisfactory = 2   Excellent = 3

Introduction

Title

Criteria: Summarizes DNP project topic and is less than or equal to 10 words.

1. ☐ Title is not clear or not included or is > 10 words.
2. ☐ Title is somewhat clearly written to reflect the DN project topic and is < 10 words.
3. ☐ Title is clearly written to reflect the DNP project topic and is < 10 words.

Introductory Statement

Criteria: 1-2 Paragraphs introducing the DNP project topic

1. ☐ Inaccurate, unfocused, or no introductory paragraph provided.
2. ☐ Overview of project, purpose is clear within the paragraph.
3. ☐ Introduction, overview of the project, and project purpose is clear.

Background and Significance

Criteria 1: Background

1. ☐ Background not included
2. ☐ Background and context of the problem stated with some discussion including significance to the population/agency.
3. ☐ Background, context, and importance of problem clearly presented using relevant data

Criteria 2: Use of literature to show relevant data using literature that supports project data

1. ☐ Literature not used or does not show need or possible solutions, no synthesis of literature.
2. ☐ Literature somewhat used to show need and/or possible solutions, synthesis somewhat included.
3. ☐ Literature synthesized to support need for the DNP project's focus and discussion of possible solutions to the problem.

Criteria 3: Significance to health care, advanced practice nursing clearly stated and discussed

1. ☐ Significance not included
2. ☐ Significance to healthcare and/or advanced practice nursing stated with some supportive data.
3. ☐ Significance to healthcare and advanced practice nursing is clearly stated and supported using relevant data.

Criteria 4: Research search terms described

1. ☐ Did not clearly address databases or search criteria.
2. ☐ Adequately addressed databases used and search criteria.
3. ☐ Provided comprehensive search strategy, including databases and search criteria.

Criteria 5: Results of search described

1. ☐ Did not discuss the results of search or did not complete an adequate search.

2. ☐ Adequately stated results of search, including final number of selected studies, why they were selected and quality of evidence.
3. ☐ Clearly stated results of search, including final number of selected studies, quality of evidence, and rationale.

Criteria 6: Flow diagram or a discussion of selected criteria

1. ☐ Flow diagram or discussion absent or does not show appropriate selection of articles.
2. ☐ Flow diagram or discussion addresses appropriate selection criteria for articles used in synthesis.
3. ☐ Flow diagram or discussion is detailed and clearly shows appropriate selection criteria for articles including in synthesis.

Criteria 7: Strength of evidence

1. ☐ Strengths not addressed or inadequately addressed.
2. ☐ Adequate discussion of strengths including synthesis.
3. ☐ Comprehensive discussion of strengths showing clear support of the project.

Criteria 8: Weakness of evidence

1. ☐ Weakness not addressed or inadequately addressed.
2. ☐ Adequate discussion of weakness including synthesis.
3. ☐ Comprehensive discussion of weaknesses showing clear support of the project.

Criteria 9: Gaps and limitations of evidence

1. ☐ Gaps and limitations not addressed or inadequately addressed.
2. ☐ Adequate discussion of gaps and limitations including synthesis.
3. ☐ Comprehensive discussion of gaps and limitations.

Intended Improvement

Project Purpose
Criteria: Project question related to purpose and clear rationale for conducting the project

1. ☐ Purpose or aims not included or not clearly discussed.
2. ☐ Vague or minimally supportive purpose provided.
3. ☐ Purpose and aims clearly stated.

Project Question
Criteria: PICOT question clearly stated

1. ☐ Project question not included or not related to project purpose
2. ☐ Question stated, not clearly related to purpose.
3. ☐ Practice improvement-related question clearly stated, including site for implementation.

Project Objectives
Criteria: Project objective(s) clearly stated utilizing SMART criteria

1. ☐ Objectives not included or not well defined.
2. ☐ Objectives discussed and matched the project purpose and question utilizes SMART criteria.
3. ☐ Objectives clearly described and closely align with the project purpose and utilize SMART criteria.

Theoretical Framework/Conceptual Framework/Model

Theoretical Framework
Criteria 1: Theoretical Framework guiding the project

1. ☐ Appropriate framework is not described.
2. ☐ Framework is clearly described and indicates understanding.
3. ☐ Framework is thoroughly described and is related to the project.

Criteria 2: Theoretical Framework is related to the project purpose

1. ☐ Framework not identified or not effectively applied to the purpose of the project.
2. ☐ Relationship between l framework and project purpose and objectives described.
3. ☐ Framework is clearly linked to the project's purpose and objectives.

Criteria 3: Illustration of Framework implementation

1. ☐ Illustration not used or not customized to project.
2. ☐ Illustration customized to project in a clear and effective manner.
3. ☐ Illustration effectively demonstrates understanding and clearly links it to the project.

Methods

Methods Introduction
Criteria: Methods introductory paragraph

1. ☐ The methods introduction does not closely align with the projects purpose of not included.
2. ☐ Clear but incomplete introduction of the methods section that aligns with the purpose.
3. ☐ Clear and complete introduction of the methods section that closely aligns with the purpose.

Setting & Stakeholders
Criteria: Description of setting used for project implementation and description of stakeholders

1. ☐ Does not address or clearly describe setting or stakeholders.
2. ☐ Describes setting with limited details and stakeholders discussed in a clear manner.
3. ☐ Describes setting with high level of detail and stakeholders discussed in a comprehensive manner.

Planning the Intervention
Criteria: A detailed step-by-step guide for project implementation

1. ☐ Implementation steps are not identified or adequately discussed.
2. ☐ Implementation steps are complete with sufficient level of detail and clearly organized.
3. ☐ Implementation steps are comprehensive with excellent level of detail and organized with precision.

Recruitment and Participants
Criteria: Description of recruitment of participants and the inclusion/exclusion selection criteria for participants.

1. ☐ Recruitment not addressed or does not adequately state inclusion / exclusion selection criteria.
2. ☐ Recruitment is adequately addressed and states inclusion / exclusion selection criteria.
3. ☐ Recruitment addressed in detail and precise detailed inclusion / exclusion selection criteria.

Consent and Ethical Considerations

Criteria: Discussion of consent process and ethical considerations related to the project

1. ☐ IRB considerations and consent process not addressed or does not adequately address ethical considerations.
2. ☐ Consent process adequately addresses ethical considerations. Including risks and benefits to participants and how privacy and HIPPA concerns will be addressed.
3. ☐ IRB and consent process addressed in detail and comprehensive discussion of ethical considerations.

Data Collection

Criteria: Discussion of data collection process and data collection tool used for the project

1. ☐ Data collection process not addressed or does not adequately discuss data collection tool.
2. ☐ Data collection process addressed adequately, and data collection tool described.
3. ☐ Data collection process addressed in detail and comprehensive discussion of data collection tool.

Data Analysis

Criteria: Discussion of data analysis process for the project

1. ☐ Data analysis process not addressed or does not adequately discuss data analysis process.
2. ☐ Data analysis process addressed adequately.
3. ☐ Data analysis process addressed in detail.

FINAL DEFENSE ONLY

Results, Conclusions and Discussion

Criteria: Description of findings, implications for practice and limitations with overarching conclusions and need for future study.

1. ☐ Does not address or clearly describe results, conclusions, or discussion.
2. ☐ Addresses some of the results but not a clear understanding of implications.
3. ☐ Clear understanding of results and implications.

Scholarly Presentation

Presentation media

Criteria: The presentation is professional prepared (ppt is clear, text is legible, follows professional guidelines for formatting and style, is visually appealing, and without errors)

1. ☐ Unsatisfactory
2. ☐ Satisfactory
3. ☐ Excellent

Presentation style

Criteria: The proposal is professionally presented (rehearsed, organized, clear, articulate)

1. ☐ Unsatisfactory
2. ☐ Satisfactory
3. ☐ Excellent

Based on your evaluation of this presentation should this project go forward?

Why or why not (Be specific)?

Comments:

Appendix K: Notification of Proposal Acceptance

DNP Project Proposal
Notification of Acceptance

Name of Student:

Date and Time:

Proposed DNP Project Title:

Evaluation Result:

☐ Approved
☐ Approved (with minor recommendations)
☐ Not approved

Remarks:

Signatures:

Project Faculty Mentor:

DNP Program Coordinator:

Appendix L: Final Project Paper Content

Final Project Paper Requirements

This paper should be based on the project proposal as submitted and defended previously.

- TITLE PAGE
- SIGNATURE PAGE
- DEDICATION
- ACKNOWLEDGEMENTS
- TABLE OF CONTENTS WITH HYPERLINKS
- ABSTRACT (250 WORDS OR LESS)

INTRODUCTION

a. Introduction
    i.   This should be 1-2 paragraphs and provides an overview of the project.
b. Background and significance using references that are less than 5 years unless seminal work.
    i.   This should be a synthesis of the literature that leads to why the problem was identified and possible solutions based on this evidence.
    ii. Discusses the significance to the agency, patient or target population, healthcare, and advanced practice nursing.
    iii. Include the relevant stakeholders.
    iv. Appendix A should include the literature search keywords and process for how the articles chosen were discovered (NUR 677) and presented as a flow diagram.
    v.   Once the literature is presented the gaps in evidence that suggest the need for the project should be discussed including gaps in the literature.
c. Intended Improvement
    i.   Clearly states project purpose and aims based on the background and significance.
    ii. Clearly states clinical question using PICOT format.
    iii. SMART criteria should be included in Appendix B in table format for each Aim.

THEORETICAL FRAMEWORK

a. Theoretical/Conceptual Framework
b. Describes theoretical/conceptual framework or model guiding the project design, including rationale.
c. Presents framework definitions and concepts/constructs.
d. Links concepts/constructs to the project's purpose and objectives.
e. Provide illustration of theoretical framework (concept map).

PROJECT DESIGN AND METHODS

a. Describe setting to be used for project implementation.
b. Describes the target population for the project, including inclusion and exclusion criteria.
c. Describes participant recruitment procedure.
d. Include IRB process for agency and NAU. Describes consent process and ethical considerations. If exempt, please indicate this. Describe the risks and benefits.
e. Include instruments to be used or developed with validity and reliability. Include if applicable how HIPPA sensitive data will be protected.
f. Include data analysis plan, i.e., how the collected data will be coded and analyzed.
g. Provide a project timeline (step-by-step description for project implementation) Appendix C.

IMPLEMENTATION

RESULTS AND DISCUSSION OF THE PROJECT
   a. Discussion of findings and data analysis.
   b. Discussion of outcomes.
   c. Impact on system and population.
   d. Discussion of limitations.

IMPLICATIONS & CONCLUSIONS
   - Implications for nursing practice
   - Implications for quality, policy, and education
   - Contributions to the profession of nursing
   - Plans for dissemination
   - Plans for future scholarship
   - Summary / conclusion

REFERENCES

APPENDICES
   a. Appendix A: Synthesis Matrix.
   b. Appendix B: SWOT analysis for each aim
   c. Appendix C: Project Timeline
   d. Appendix D: Evidence Table
   e. Appendix E: DNP team signature form
   f. Appendix F: Agency agreement letter
   g. Appendix G: IRB determination letter from NAU
   h. Appendix H: IRB determination letter for hosting agency
   i. Appendix I: Consent/assent or confirmation of exemption
   j. Appendix J: Recruitment flyer
   k. Appendix K: Data collection instruments and permission to use
   l. May include other documents as needed

   Writing
   f. This is a scholarly paper and APA formatting is required.
   g. Professional writing and grammar are expected.
   h. Papers that are not organized, are missing content, or those with excessive spelling and grammar errors will be returned ungraded.
   i. This proposal must be approved before the student can formally present their project proposal. Please submit one month prior to your chair for approval.
   j. Use APA professional style paper.

Appendix M: Final Paper Approval Notification & Presentation Instructions

Final Paper Approval Notification & Presentation Instructions

Congratulations on the completion of your final project paper! Your hard work is recognized, and I am looking forward to your project presentation. Please read this letter carefully as you put together your paper for submission to the Virginia Henderson e-repository, prepare your presentation for scholar's day, and complete a few other tasks.

Final paper requirements
- A closeout signature page will be completed and added to your paper. This document will include original signatures from your project chair, other team members and the DNP program coordinator. Please ask non-NAU project team members to sign your project title signature page.
- Binding your paper
  - You will print and bind two copies of your final paper.
  - The DNP project cover page is the 1st page of your bound copies.
  - The DNP project signature page is the second page of your bound copies.
  - Your paper should be organized and submitted as approved.
  - The binding cover should be clear on the front.
  - The binding should use flat binding as opposed to spiral or comb binding.
- Distribution of paper
  - Distribute one copy to the DNP program coordinator and one copy to your faculty chair.
  - Upload a copy to the Virginia Henderson e-Repository.

Practicum log
- Submit a copy of your practicum documentation log to the DNP program coordinator for approval. The log must demonstrate completion of all required hours.
- Upload the final practicum log to the DNP repository.

Before the presentation
1. Review the requirements for the presentation. In appendix 15 there is an outline of title slides.
2. Your presentation should last for 30 minutes. Please rehearse your presentation using the timer feature in PowerPoint.
3. Attendees will be given an opportunity to ask questions and make comments following the presentation. I highly recommend you anticipate some of the questions that may be asked.
4. Have your faculty chair review your presentation slides and address all feedback you receive.
5. Submit your presentation slides to the DNP program coordinator two weeks before the presentation date. The presentation must be approved before you can present at scholar's day.

Scholar day
1. Scholar day will be held on _____ beginning at 9:00 am. You are asked to attend the full day so you can support your peers, benefit from their work, and provide peer feedback on the proposals that will be presented by the next DNP cohort.
2. Bring copies of your poster as a pdf to share with attendees.
3. Following your presentation your chair will share comments from other reviews reviewers.

After the presentation
IRB Project Closure
- If you have an open IRB application, and all your project study data is complete, you must closeout your application. Instructions can be found on NAU IRB webpage. IRB Closure Instructions
- Complete and submit the closure documentation form to the DNP program coordinator.

Appendix N: Project Signature Page

<p align="center">DNP Project Signature Sheet</p>

A copy of this document can be found in the NAU DNP Repository

<p align="center">Title of Project</p>

<p align="center">This Project was presented to the Northern Arizona University School of Nursing Faculty in partial fulfillment of the requirements for the degree of Doctor of Nursing Practice</p>

<p align="center">By</p>

<p align="center">Name of DNP Student</p>

Approved: Project Chair/Mentor:

Signature: _____   Date: _____

Approved: DNP Program Coordinator:

Signature: _____   Date: _____

Approved: DNP Team Member(s):
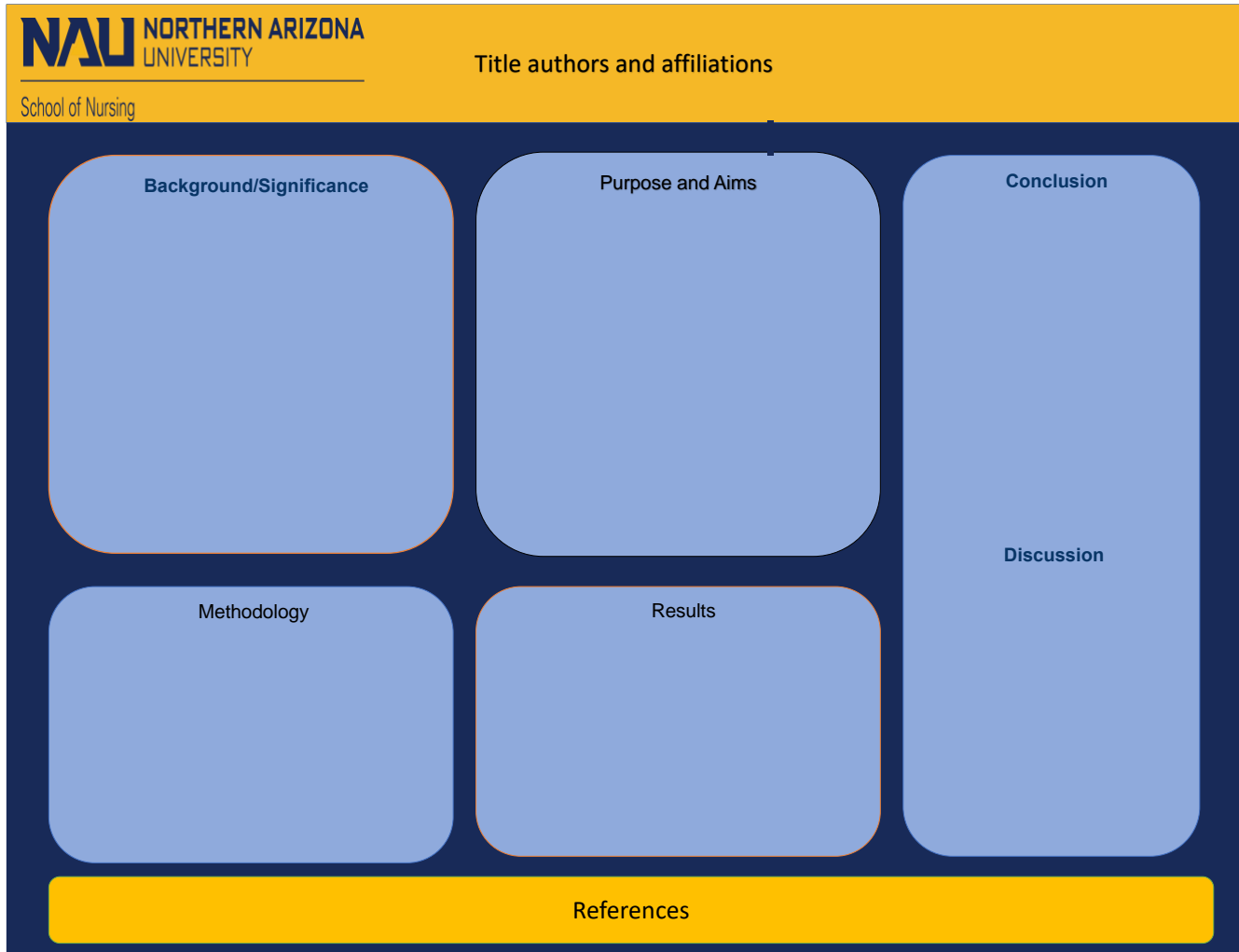
Signature: _____   Date: _____

Approval Acknowledged: School of Nursing Director/Designee

Signature: _____   Date: _____

Appendix O: Presentation Template

This does not have to be the exact format but is an example, other renditions may be available on the marketing web site.

Power point:
Examples found on the marketing web site-please use NAU templates/colors-should be about 20-30 min in length

Slides to include:
1. Title
2. Disclosures of conflict of interest
3. Objectives of presentation
4. Introduction
5. Background and significance (2-3 slides)
6. Intended improvement
7. PICOT question
8. Theoretical concept (mapping this or diagram helpful, 2-3 slides)
9. Methods (3-4 slides)

10. Results or if proposal discussion of how will do analysis
11. Discussion (If final) with implications for practice, education, research and policy
12. Limitations of study
13. Conclusion
14. Reference page
15. Reflections on your project (if final defense) and next steps

Appendix P: IRB Closeout Documentation Form

IRB Closeout Documentation Form

A copy of this document can be found in the DNP Repository

Date:

I _____ affirm that I have:

☐ been notified by the NAU IRB office that my request to close my protocol has been approved.

☐ have completed the NAU IRB closure process.

_____
   Signature of DNP Program Candidate

Forward this form to the DNP program coordinator with a copy of your final proposal.