



School of Nursing

DNP PRACTICUM GUIDELINES

Academic Year 2022-2023

Dear DNP Students,

The purpose of this manual is to provide guidelines for clinical practicum activities. Depending on your incoming status, you will need to complete between 240 and 1000 practicum hours. The number of required hours will be determined when you enter the DNP program, but all students will need a total of 1000 clinical hours to graduate. Over the course of the program, you will work with faculty to plan activities that support project development, implementation, and dissemination, and that align with the DNP Essentials and Program Outcomes. Students are encouraged to seek opportunities across the healthcare spectrum, including, but not limited to, those in administration, leadership, public policy, health ethics, and research.

As a student you will be required to identify an agency mentor in the site for your practicum experience and the agency paperwork will need to be filed with the School of Nursing prior to the start of your experiences.

Best wishes for challenging and satisfying clinical practicum experiences.

Sincerely yours,

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The Graduate Clinical Practicum Handbook was completed in the Spring of 2021 and will be disseminated to DNP students via email. Students are accountable to the policies herein and must sign and return the acknowledgement form. [See Appendix I.](#)

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Section I: GENERAL POLICIES

LICENSURE

Graduate students must have a current nursing license to practice nursing. A copy of current license must be kept on file in the School of Nursing (SON). It is the student's responsibility to ensure the license is current throughout the duration of their enrollment and on file with the SON. The license should be loaded in Typhon.

Graduate students residing in a state other than Arizona must have current nursing license in that state. Licensure questions should be directed to the [Arizona State Board of Nursing](#)

TRANSPORTATION AND EXPENSES

Students are responsible for all expenses related clinical practicum activities, including transportation and housing.

HIPAA TRAINING

All NAU graduate nursing students must complete training on [Health Insurance Portability and Accountability Act \(HIPAA\)](#) before beginning clinical rotations. Students are also expected to comply with the [U.S. Department of Health and Human Services rules for health information privacy](#).

USE OF PATIENT RECORDS

The following SON policy on use of patient records was developed to comply with federal guidelines outlined in the [HIPAA Privacy Rule](#).

Federal HIPAA requirements:

Protected health information includes all individually identifiable health information held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. The Privacy Rule calls this information “*protected health information (PHI)*.” Individually identifiable health information is information, including demographic data, that relates to the individual's past, present or future physical or mental health or condition, the provision of health care to the individual, or the past, present or future payment for the provision of health care to the individual, and that identifies the individual or for which there is a reasonable basis to believe can be used to identify the individual. Individually identifiable health information includes name, address, birth date, and Social Security Number.

All clinical settings where Doctor of Nursing Practice (DNP) students are placed are subject to the Privacy Rule.

Patient Record Handling

Graduate nursing students may not make copies in any form of any material from a patient record without permission from the healthcare agency. With permission, graduate nursing students may make a copy of a clinical note under the following circumstances:

1. Agency protocol is followed
2. The clinical note is required for submission to a faculty member as part of an assignment
3. All identifying information is removed.

Faculty members with access to PHI may copy material from a patient record for teaching purposes provided the agency has given permission, agency protocol is followed, and all patient identifiers are removed.

STUDENT ILLNESS OR INJURY IN THE CLINICAL SETTING

1. In a medical emergency, hazardous material exposure or injury, an injury involving a needle or other potentially contaminated object, or other serious injury in the clinical setting (as defined by the preceptor/mentor) the student should be evaluated in the agency's emergency room or sent to the nearest emergency room. The student will be responsible for any expenses incurred for care related to these events. The preceptor/mentor and student will immediately notify the DNP Program Coordinator, SON Director or Associate Director.
2. In a situation that does not require emergent care, or in the event of illness, the student should notify the DNP Program Coordinator prior to leaving the clinical site that day. If medical care is obtained, expenses incurred are the responsibility of the student.
3. Documentation of an injury requires the completion of the Student Injury/Incident Report ([see Appendix A](#)).
 - a. The student is responsible for completing the form and obtaining comments from the preceptor/mentor or agency representative.
 - b. The student is responsible for forwarding the completed form to the DNP Program Coordinator within 24 hours of the incident or the first business day following the incident.
 - c. The DNP Program Coordinator will review the information and make appropriate recommendations.
 - d. The document will be filed in the student's personal file in Student Services.

IMPAIRED STUDENT POLICY

School of Nursing Philosophy

We recognize the inherent dignity and worth of every student, and that to demonstrate respect for each individual it is necessary to maintain a safe learning environment. We respect the human rights of every individual and understand that each student has certain rights and freedoms in accordance with state and federal law.

As healthcare professionals it is, likewise, our responsibility to ensure the safety of the patients and organizations with whom we work. One of the standards we hold is that students who care for patients demonstrate mental acuity and clarity of decision making at all times, as well as physical ability appropriate to the circumstances. Student mental or physical impairment resulting from the influence of alcohol, drugs, or any other cause may pose an unacceptable safety risk that might endanger patients, fellow students, faculty, the clinical agency, or the University.

We recognize that chronic substance abuse is an illness that can be successfully treated. Therefore, if a student acknowledges a problem with substance abuse and requests rehabilitation the School will provide the student with appropriate treatment resources. We also recognize the possible need for interventions in situations involving mental or physical impairment resulting from causes not related to substance use or abuse. However, in any case, should a student's conduct violate [the Student Code of Conduct](#) the student will be subject to the terms of this policy and University-imposed discipline as described in the [Student Code of Conduct Procedures](#).

This policy shall be interpreted in light of and implemented consistent with [Section 504 of the Rehabilitation Act](#), together with the regulations and court decisions arising thereunder.

School of Nursing Policy & Procedure

The School of Nursing recommends a ‘for cause’ policy to address situations that involve student impairment. The policy is described below.

Definition

‘For Cause’ testing is performed when there are reasonable grounds to suspect there is use of drugs or alcohol in an educational or clinical setting. The definition of Substance Abuse is the use of any drug, alcohol or other substance that results in mental or physical impairment. Mental or physical impairment may be recognized by, but not limited to, the odor of alcohol or marijuana and/or observed behaviors such as slurred speech, unsteady gait, disorientation, confusion, sharp mood swings, behavior changes, euphoria, or lack of manual dexterity. Other signs that may indicate a problem include erratic behavior patterns, excessive health problems, increased absenteeism, tardiness or irritability, severe weight loss, needle track marks especially in the inner elbow, and carelessness in appearance and hygiene.

Immediate Steps

Incident occurring on a NAU campus facility

If a student is perceived to be mentally or physically impaired faculty will take action to protect other students or the public by immediately removing the student from the classroom or other area.

Incident occurring in a clinical agency

If a student is perceived to be mentally or physically impaired, the preceptor/mentor, or faculty member if present, must take action to protect patients, staff, and members of the public by immediately removing the student from the area. Once safety has been established the preceptor/mentor should contact the DNP Coordinator, SON Director or designee.

Procedure

1. Inform the student regarding why actions are being taken to remove the student from the classroom or to relieve the student of his/her duties.
2. Ask the student if he/she will consent to ‘for cause’ drug and alcohol screening, which is done at the expense of NAU School of Nursing.
3. If the student agrees to testing:
 - a. Obtain consent for screening ([Appendix B](#))
 - b. Obtain consent for transportation ([Appendix C](#))
 - c. Contact transportation service and accompany the student to the testing facility and remain with the student until testing has been completed.
 - d. Once testing has been completed contact transportation service and arrange for the student to be taken home.
4. If the student does not agree to testing, admits to using alcohol or other substances, or if the impairment does not appear to be a consequence of substance abuse:
 - a. Obtain consent for transportation.
 - b. Contact transportation service and arrange for the student to be taken home.
5. Inform the School of Nursing Executive Director or designee of the incident and accompanying circumstances.

Next Steps

1. Within two working days the Course Faculty or DNP Coordinator will provide a written account of the circumstances to the Nursing Executive Director or designee. The account must include the

behavior that constituted evidence of possible substance abuse, the actions taken, the student's response, and all other pertinent information. If the incident occurred in a clinical setting, the preceptor will also be asked to provide a written account of the circumstances (see Appendix A).

2. Within five working days the DNP program coordinator will schedule a meeting with the student, the student's faculty advisor, course faculty, program coordinator and the Nursing Executive Director or designee to discuss the incident and determine actions to be taken. Depending on the circumstances, the meeting may take place in person and/or remotely.
 - a. Deviations from these deadlines may be extended by the Nursing Executive Director or designee if needed to accommodate individual schedules or holidays.
 - b. Prior to the meeting the Nursing Executive Director or designee will review the written reports provided by the Course Faculty, DNP Coordinator, and, if applicable, the Preceptor. If drug/alcohol screening was done, these results and any other pertinent information should also be reviewed prior to the meeting if available.
3. Within 5 days of the meeting the student will receive an email describing the action(s) that will be taken and the conditions of return to the classroom, clinical setting, or nursing program.
4. Until an investigation is complete and a course of action determined, the student is suspended from all classroom, clinical, and University-sponsored activities.
5. All records relating to the incident and subsequent meetings and actions will be kept in the student's file in the School of Nursing.

Positive drug/alcohol screening test

A student who has a positive drug/alcohol test while enrolled in the program, which is not the result of a currently prescribed medication(s) taken in compliance with the prescribing practitioner's instructions, will be removed from the program for at least one year. After one year the student may petition the School of Nursing and request readmission to the program.

Negative drug/alcohol screen

If the result of the drug/alcohol test is negative, consideration must be given to a possible medical condition or other cause being responsible for the evidence of impairment. Recommendations will be based on the individual circumstances and evidence. In some cases, medical or mental health care may be required for continuation in the nursing program.

Inconclusive drug/alcohol screening test

If the drug/alcohol test result is inconclusive, the drug/alcohol test will be repeated at the expense of the School of Nursing. If the drug/alcohol test result is again inconclusive, a decision regarding the student's continued participation in the program will be made based on the circumstances and evidence. In some cases, medical or mental health care may be required for continuation in the nursing program. It should be noted that an inconclusive test may be interpreted as positive.

Impairment due to use of prescription medications

Prescribed use of controlled substance, including opioids, benzodiazepines, muscle relaxers, or hypnotics must be disclosed to the program coordinator and a determination will be made regarding the student's participation in clinical experiences. A note from the prescriber that includes the student's name, date of birth, date the prescription was written, name of medication, instructions for use, duration of use, and anticipated side-effects must be provided to the DNP program coordinator. If a student is taking a controlled substance and is exhibiting signs of impairment a 'for cause' drug screen will be done, and the student will not be permitted to return to the classroom or clinical setting until a safety evaluation has been completed.

Appeals

If the student wishes to appeal the decision or request a hearing with the Dean of Students, they should refer to the [Student Code of Conduct Procedures](#) for instruction.

Request for Readmission after Dismissal

Refer to policy #1100319 – [Academic Continuation, Probation, Dismissal, and Readmission - Graduate](#)

Arizona State Board of Nursing [Alternative to Discipline \(ADT\) Program](#)

All graduate nursing students are registered nurses and must therefore notify the AZBON of a positive drug/alcohol test within 30 days of the incident. The purpose for signing the Agreement to Self-Report is so further monitoring can be implemented if determined to be necessary in accordance with the voluntary nature of the ATD program. Signature of the Agreement to Self-Report 1) gives permission to the School of Nursing to release records pertaining to the student to the ATD program to facilitate a decision about further monitoring; and 2) gives permission to the ADT program to inform the School of Nursing about whether the self-report to ATD has occurred. Participation in the ADT program is required for continuation or readmission to the nursing program ([see Appendix D](#)). If the student is licensed in a state other than Arizona, policies concerning drug/alcohol reporting must be followed.

Treatment and Support Resources

<https://www.azbn.gov/discipline-and-complaints/alternative-to-discipline>

<https://in.nau.edu/dean-of-students/intervention-programs>

<https://in.nau.edu/dean-of-students/drug-free-schools/>

Section II: STUDENT HEALTH REQUIREMENTS

The SON is required by affiliated agencies to maintain health documents that protect patient safety. For admission to a Graduate Nursing Program documentation of the following is required. Additional requirements may be needed for a specific agency. Expenses for the following are incurred by the student.

Requirements	At Admission	Renewal
Physical examination	Required for entry into the program.	NA
Health insurance	Required for entry into the program	Provide update annually
Liability insurance	Required for entry into the program	Provide update annually
CPR	Current American Heart Association Basic Life Support (BLS) CPR and AED Training for Healthcare Professionals. <ul style="list-style-type: none"> • On-line certifications not accepted. 	Must be current if in the clinical setting
MMR	Proof of immunization – at a minimum 2 vaccinations, the 1st vaccination must be completed prior to enrollment.	NA
Hepatitis B	Proof of completed immunization by documentation completed series or a positive Hepatitis B surface antibody. <ul style="list-style-type: none"> • If vaccination is needed the 1st one must be administered prior enrollment. 	NA
Varicella	Proof of immunization by documentation of vaccination or a positive Varicella antibody titer.	NA
Tdap	Proof of immunization by documentation of vaccination within 10 years.	Within 10 years from previous vaccination.
Tuberculosis screening	<ul style="list-style-type: none"> • 2-step Mantoux TB skin test (TST). • Laboratory test indicating negativity • TST is not required if there is a history of having a prior positive TB skin test. Students will complete the Risk Assessment and Symptom Evaluation. 	Annual TST or completion of the Annual risk assessment and symptom evaluation if previously positive.
Influenza	Annual influenza vaccination as required by clinical agency.	Annually as required by clinical agency.
COVID-19	Initial series and boosters	As required by the clinical agency.
Drug/alcohol testing	As required by agency.	As directed by agency.
Fingerprinting	Class I Clearance Card required prior to enrollment.	NA

Resources

CDC - [TB Screening and Testing of Healthcare Personnel](#)

CDC - [Recommended Vaccines for Healthcare Workers](#)

[See Appendix E](#)

Section III: CLINICAL PRACTICUM

PRECEPTORS AND MENTORS

Overview

In designated courses preceptors and mentors participate in the education of DNP students. As experts in their field, preceptors and mentors facilitate student learning. These highly qualified individuals work in collaboration with faculty and students to meet course and program outcomes. Students are encouraged to suggest potential preceptors and mentors, but the final decision depends on their qualifications, the type of practicum activity, and the AZ Board of Nursing requirements.

Definitions

Preceptor: Preceptor is used when the student is completing practicum hours in a clinical setting and participating in direct patient care activities.

Mentor: Mentor is used when the student is completing practicum hours in a clinical or non-clinical setting and is not involved in direct patient care.

Requirements

Mentors and preceptors must, at a minimum, meet the following requirements:

1. Must demonstrate experience and expertise in their field or specialty.
2. Must be employed at the site where the practicum takes place.
3. Must not be a relative, domestic partner or significant other.
4. Must not be the student's direct or immediate supervisor.
5. Must not be another DNP student.

For experiences involving ***direct patient care*** the preceptor must:

1. Hold a current unencumbered license or multistate privilege to practice as a registered nurse or physician in the state in which the preceptor practices or, if employed by the federal government, holds a current unencumbered RN or physician license in the United States.
2. Have at least one year of clinical experience as a physician or an advanced practice nurse.
3. Practice in a population focus comparable to that of the APRN program.
4. Nurse preceptors must also have at least one of the following:
 - Current national certification in the advanced practice role and population focus of the course or program in which the student is enrolled.
 - Current Board certification in the advanced practice role and population focus of the course or program in which the student is enrolled; or
 - If an advanced practice preceptor cannot be found who meets the requirements, they must have educational and experiential qualifications that will enable them to precept students in the program, as determined by the nursing program and approved by the Board.

Procedure

1. Complete the *DNP Preceptor/Agency Request Form*. This form is found in the course content in NUR 703 and NUR 608, and from the DNP Coordinator ([See Appendix F](#)).
2. Obtain an affiliation agreement. If an affiliation agreement with the agency is not already on file this will be initiated based on the information provided. An agreement needs to be in place even if the student is employed in the facility ([See Appendix G](#)).
3. The preceptor/mentor must provide a curriculum vitae (CV) or resume, professional licensure, and specialty certification if applicable.
1. Students will be notified when the site and preceptor or mentor are approved and when they may begin practicum.

CLINICAL PRACTICUM HOURS

The NAU DNP Program prepares graduates to attain the highest level of nursing practice and to demonstrate synthesis and application of all DNP Essentials. Practice hours should contribute to the preparation of the DNP student to attain the outcomes delineated in the DNP Essentials. These hours should include experiences in health care settings and related environments that will broaden the experience of the student.

As a requirement for completion of the DNP program students will complete 240 to 1000 clinical practicum hours. Clinical hours are spread out over the course of the program and are taken in NUR 608 and NUR 703. Students choose a site, initiate contact with a potential preceptor/mentor, and design their own practicum plans in collaboration with the DNP Coordinator. The hours are determined by the number of clinical hours transferred into the program. The transfer of hours is requested through the graduate college and requires verification from the transferring program director. Students need a total of 1000 clinical hours to graduate. A maximum of 760 hours may be transferred into the program with the remaining 240 hours used for project completion.

**Completion of DNP coursework assignments does not constitute clinical practicum hours.
Clinical practicum hours with patients cannot be completed in a private home setting.**

NUR 703

All students will enroll in NUR 703 to complete their project for a minimum of one (1) credit unit 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).

NUR 608

Only students needing additional practicum hours will enroll in NUR 608. NUR 608 hours are not part of the DNP project. Students will identify a preceptor/mentor and field site for NUR 608 hours.

GUIDELINES FOR CLINICAL PRACTICUM HOURS

The Doctor of Nursing Practice (DNP) student is required to complete a total of 1000 practicum hours. Up to 760 hours from an accredited Master's or Post-Masters' Certification program resulting in national certification (i.e., APRN) may be applied to the 1000 hours. Most DNP students who are already practicing APRNs will need to complete an additional 240 clinical practicum hours to complete the DNP degree. *A minimum of 240 practicum hours must be completed at NAU.* Hours completed must be in nursing.

Students entering the program who are not APRNs will need to complete a total of 1000 practicum hours to complete the DNP degree. Most MS programs require completion of some practicum hours, and those hours may be applied to the 1000 hours with approval from the DNP program coordinator.

Clinical practicum hours are completed under the supervision of the NAU faculty member teaching the DNP practicum courses (NUR 608 and NUR 703).

At the beginning of every 608 and 703 course the student will develop three to five personal learning objectives that are aligned with the DNP Essentials and the SON Program Outcomes. practicum hours and experiences are then designed to achieve the student developed learning objectives.

Questions regarding transfer of credits or number of hours needed should be discussed with your advisor and will be listed in your program of study.

Clinical Practicum Activities

Students will submit a Clinical Practicum Plan along with the personal objectives at the beginning of each NUR 608 and NUR 703 course. All clinical practicum activities must have prior approval from the faculty assigned to the course and the DNP Coordinator. The distribution of activities should provide for a full range of experiences. Examples of experiences that would be appropriate for DNP practicum hours are noted in this document. Students will meet with the DNP Coordinator at the beginning of the program to discuss opportunities and distribution of hours.

Hours Required for each DNP Essential or Program Outcome

There is no minimum or maximum number of hours required for each DNP Essential or Program Outcome. However, students are expected to demonstrate attainment of outcomes in all the areas. Areas to focus on when planning practicum activities include those listed below.

Hours in Place of Employment

DNP students are often employed in settings or positions that may overlap the outcomes delineated in the DNP Essentials. If appropriate, some clinical practicum hours may be completed in the student's place of employment (hospital, long-term care facility, or other health organization) under the following circumstances:

- All clinical practicum hours and experiences are linked to well-defined learning objectives and provide an experience over and above the student's individual job opportunities or responsibilities.
- The DNP student has the opportunity to gain knowledge and skills beyond what is expected with employment.
- The hours are completed outside their normal working hours.
- The hours are completed under the direction of a preceptor or mentor who is not 1) their immediate supervisor; and 2) someone who reports to them.

Hours in Education/Academia

The focus of a DNP program, including practicum experiences and the DNP Project, should not be on the educational process, the academic curriculum, or on educating nursing students or faculty unless this is specific to the program of study objectives.

Hours working on DNP Scholarly Project

Much of the time spent working on the DNP Scholarly Project will count towards the DNP practicum hours. The elements of the DNP Project should be the same for all students and include planning, implementation, and evaluation components. As an outcome of the DNP program, students must demonstrate integration of all DNP Essentials into their academic progress.

Documentation of Practice Hours

All DNP students must maintain a record (clinical practicum log) of clinical practicum hours. All activities must be associated with a DNP Essential, Program Outcome and/or personal goal, and this will be noted on the clinical log. The clinical log will include the date, amount of time spent for each activity, a description of the activity, alignment with DNP Essential, and supporting documentation. The template for the clinical log is in NUR 608 and 703 course shells (*See Appendix H*). The agency where the hours are being performed and the assigned preceptor and mentor must be approved prior to the start of clinical hours. If students are working online to complete their hours, they must be approved by the agency to access any information. Please discuss with faculty prior to the start of hours if there are questions.

DNP Repository

At the conclusion of each semester the DNP Clinical Practicum Log and end of semester summary will be uploaded to the DNP Repository. The repository is the home to all clinical practicum activities and supporting documentation and DNP project work, including final course papers, CITI training certificates, and IRB approval letter. Please see the DNP project handbook for the checklist or required documents.

Resource:

[R4-19-502. Arizona Board of Nursing Requirements for APRN Programs](#)

Rules of the State Board of Nursing (AZBON JUNE 3, 2019)

STUDENT RESPONSIBILITIES

1. Maintain patient confidentiality and comply with HIPAA standards per clinical agency and course syllabi policy. Violations may result in disciplinary action, including termination from the program.
2. Adhere to all agency policies and procedures.
3. Adhere to all NAU Graduate and SON policies and AZBON or BON where you hold a license rules.
4. Student conduct in the clinical setting must be in a manner that demonstrates safety, adherence to professional standards, and reflects positively upon the SON.
5. Maintain ongoing documentation of practicum activities as described in the course syllabi.
6. Collaborate with course faculty to develop specific learning goals for each practicum experience.
7. Work with the preceptor or mentor to meet learning goals.
8. Failure to exhibit integrity, ethical conduct, professional standards, or any violation of the responsibilities listed herein may result in a failing grade, disciplinary action, and/or dismissal from the nursing program and the University.

Student Evaluation

An important element of ensuring student success is evaluation of student progress. Depending on the type of activity, a preceptor or mentor may be asked to complete a formal evaluation of the student. Although NAU faculty retains responsibility for the final evaluation of the student, preceptors and mentors provide important information to the evaluation process.

Faculty Supervision

Course faculty provide indirect supervision and oversight of practicum experiences and work on behalf of the SON as a liaison between the university and clinical agency. The preceptor or mentor may contact the Course Faculty or Program Coordinator at any time with questions, concerns, or suggestions.

DNP ESSENTIAL OUTCOMES

The Essentials of Doctoral Education for Advanced Nursing Practice

DNP Essential	DNP Essential Program Outcome
I: Scientific Underpinnings for Practice	<p>The DNP program prepares the graduate to:</p> <ol style="list-style-type: none"> 1. Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice. 2. Use science-based theories and concepts to: <ul style="list-style-type: none"> • Determine the nature and significance of health and health care delivery phenomena. • Describe the actions and advanced strategies to enhance, alleviate, and ameliorate health and health care delivery phenomena as appropriate; and • Evaluate outcomes. 3. Develop and evaluate new practice approaches based on nursing theories and theories from other disciplines.
II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking	<p>The DNP program prepares the graduate to:</p> <ol style="list-style-type: none"> 1. Develop and evaluate care delivery approaches that meet current and future needs of patient populations based on scientific findings in nursing and other clinical sciences, as well as organizational, political, and economic sciences. 2. Ensure accountability for quality of health care and patient safety for populations with whom they work. <ul style="list-style-type: none"> • Use advanced communication skills/processes to lead quality improvement and patient safety initiatives in health care systems. • Employ principles of business, finance, economics, and health policy to develop and implement effective plans for practice-level and/or system-wide practice initiatives that will improve the quality-of-care delivery. • Develop and/or monitor budgets for practice initiatives. • Analyze the cost-effectiveness of practice initiatives accounting for risk and improvement of health care outcomes. • Demonstrate sensitivity to diverse organizational cultures and populations, including patients and providers 3. Develop and/or evaluate effective strategies for managing the ethical dilemmas inherent inpatient care, the health care organization, and research.
III. Clinical Scholarship and Analytical Methods for Evidence-Based Practice	<p>The DNP program prepares the graduate to:</p> <ol style="list-style-type: none"> 1. Use analytic methods to critically appraise existing literature and other evidence to determine and implement the best evidence for practice. 2. Design and implement processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization, or community against national benchmarks to determine variances in practice outcomes and population trends. 3. Design, direct, and evaluate quality improvement methodologies to promote safe, timely, effective, efficient, equitable, and patient-centered care.

DNP Essential	DNP Essential Program Outcome
	<ol style="list-style-type: none"> 4. Apply relevant findings to develop practice guidelines and improve practice and the practice environment. 5. Use information technology and research methods appropriately to: <ul style="list-style-type: none"> • collect appropriate and accurate data to generate evidence for nursing practice • inform and guide the design of databases that generate meaningful evidence for nursing practice • analyze data from practice • design evidence-based interventions • predict and analyze outcomes • examine patterns of behavior and outcomes • identify gaps in evidence for practice 6. Function as a practice specialist/consultant in collaborative knowledge-generating research. 7. Disseminate findings from evidence-based practice and research to improve healthcare outcomes.
<p>IV. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care</p>	<p>The DNP program prepares the graduate to:</p> <ol style="list-style-type: none"> 1. Design, select, use, and evaluate programs that evaluate and monitor outcomes of care, care systems, and quality improvement including consumer use of health care information systems. 2. Analyze and communicate critical elements necessary to the selection, use and evaluation of health care information systems and patient care technology. 3. Demonstrate the conceptual ability and technical skills to develop and execute an evaluation plan involving data extraction from practice information systems and databases. 4. Provide leadership in the evaluation and resolution of ethical and legal issues within healthcare systems relating to the use of information, information technology, communication networks, and patient care technology. 5. Evaluate consumer health information sources for accuracy, timeliness, and appropriateness.
<p>V. Health Care Policy for Advocacy in Health Care</p>	<p>The DNP program prepares the graduate to:</p> <ol style="list-style-type: none"> 1. Critically analyze health policy proposals, health policies, and related issues from the perspective of consumers, nursing, other health professions, and other stakeholders in policy and public forums. 2. Demonstrate leadership in the development and implementation of institutional, local, state, federal, and/or international health policy. 3. Influence policy makers through active participation on committees, boards, or task forces at the institutional, local, state, regional, national and/or international levels to improve health care delivery and outcomes. 4. Educate others, including policy makers at all levels, regarding nursing, health policy, and patient care outcomes. 5. Advocate for the nursing profession within the policy and healthcare communities. 6. Develop, evaluate, and provide leadership for health care policy that shapes health care financing, regulation, and delivery.

DNP Essential	DNP Essential Program Outcome
	7. Advocate for social justice, equity, and ethical policies within all healthcare arenas.
VI. Interprofessional Collaboration for Improving Patient and Population Health Outcomes	<p>The DNP program prepares the graduate to:</p> <ol style="list-style-type: none"> 1. Employ effective communication and collaborative skills in the development and implementation of practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly products. 2. Lead interprofessional teams in the analysis of complex practice and organizational issues. 3. Employ consultative and leadership skills with intra-professional and interprofessional teams to create change in health care and complex healthcare delivery systems.
VII. Clinical Prevention and Population Health for Improving the Nation's Health	<p>The DNP program prepares the graduate to:</p> <ol style="list-style-type: none"> 1. Analyze epidemiological, biostatistical, environmental, and other appropriate scientific data related to individual, aggregate, and population health. 2. Synthesize concepts, including psychosocial dimensions and cultural diversity, related to clinical prevention and population health in developing, implementing, and evaluating interventions to address health promotion and disease prevention efforts, improve health status/access patterns, and/or address gaps in care of individuals, aggregates, or populations. 3. Evaluate care delivery models and/or strategies using concepts related to community, environmental and occupational health, and cultural and socioeconomic dimensions of health.
VIII. Advanced Nursing Practice	<p>The DNP program prepares the graduate to:</p> <ol style="list-style-type: none"> 1. Conduct a comprehensive and systematic assessment of health and illness parameters in complex situations, incorporating diverse and culturally sensitive approaches. 2. Design, implement, and evaluate therapeutic interventions based on nursing science and other sciences. 3. Develop and sustain therapeutic relationships and partnerships with patients (individual, family or group) and other professionals to facilitate optimal care and patient outcomes. 4. Demonstrate advanced levels of clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes. 5. Guide, mentor, and support other nurses to achieve excellence in nursing practice. 6. Educate and guide individuals and groups through complex health and situational transitions. 7. Use conceptual and analytical skills in evaluating the links among practice, organizational, population, fiscal, and policy issues.

EXAMPLES OF PRACTICUM ACTIVITIES

DNP Essential I: Scientific Underpinning of Practice

- Participate in research being conducted.
- Become a member of a committee that is trying to solve a practice problem in a health care setting.
- Participate in DNP Scholarly Project work that relates to integrating nursing science and theory to improve health.

DNP Essential II: Organizational and Systems Leadership for QI and Systems Thinking

- Shadow and or participate in agency-based QI meetings.
- Shadow and or participate in organizational meetings related to patient safety or patient rights.
- Shadow the Patient Safety Officer in your organization.
- Attend a lecture or seminar on patient safety.
- Shadow organization leadership responsible for finance and budgets.
- Review an actual budget and finances with a leader in healthcare who has budgetary responsibility.
- Attend or participate in ethics meetings, discussions, or rounds.

DNP Essential III: Clinical Scholarship and Analytical Methods for Evidenced- Based Practice

- Shadow nursing leadership and assess benchmarks used to measure staff performance.
- Present a poster at a nursing conference.
- Speak at a local, regional or national conference.
- Write an evidence-based article for publication.
- Examine current literature, develop, and implement evidence-based practice interventions.
- Develop, implement and assess the DNP Scholarly Project.
- DNP Project work related to development, implementation, data collection, analysis, database or tool development, and evaluation.

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

- Shadow the health IT department leadership.
- Participate in the testing/development of EHR programs.
- Shadow the legal department as it relates to HIPAA/protection of patient information.
- Explore social media use within your organization, how it is managed and what safeguards are implemented to ensure patient confidentiality.
- DNP Scholarly Project work related to EHR use, development, changes (as they relate to the students Project).

DNP Essential V: Health Care Policy for Advocacy in Health Care

- Spend the day at the State Senate or House of Representatives and observe a hearing where testimony is being given by a variety of stakeholders.
- Interview a State Senator or Representative about a health-related resolution.
- Attend a public health department meeting (town, city or state level).
- Attend a local hearing that relates to public health (i.e., City Council or School Committee).
- Attend a Board of Nursing hearing (disciplinary, one seeking public comment, etc.).
- Meet with your elected official or their designee to discuss health related legislation.
- Attend a town hall meeting for an elected official.
- DNP Scholarly Project work related to evaluation of organizational policy and/or changes to organizational policy.
- DNP Scholarly Project work that takes into account the various stakeholders involved in your project.

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

- Take on a leadership role within an organization to complete a small project or clinical initiative.
- Bring together a multidisciplinary team to analyze organizational issues and create change.

- Lead a workgroup supported by a professional organization.
- DNP Scholarly Project work related to establishing and working with an interdisciplinary team.
- DNP Scholarly Project work related to communicating the implementation of the project.

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

- Participate in a health promotion event.
- Volunteer to administer vaccinations for the health department in your community.
- DNP Scholarly Project work related to health promotion efforts.
- DNP Scholarly Project work related to conducting a needs assessment to determine individual or aggregate health in a specific population.

DNP Essential VIII: Advanced Nursing Practice

- Provide direct patient care in a new specialty area.
- Attend a conference or CME related event related to the direct care or medical management of patients.
There is a limitation to the number of hours you can use for continuing education.
- Shadow a provider at an underserved clinic.
- Shadow a provider in a specialty outside of your expertise.
- Mentor a nurse, nurse practitioner or other nursing professional.

DNP PROGRAM OUTCOMES

NAU-DNP Program Outcomes

Clinical Practice and Prevention

- Synthesize concepts, including psychosocial dimensions and cultural diversity, related to clinical prevention and population health in developing, implementing, and evaluating interventions to address health promotion and disease prevention efforts, improve health status/access patterns, and/or address gaps in care of individuals, aggregates, or populations.

Communication

- Develop and implement practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly products using effective communication and collaborative skills.
- Design, select, use, and evaluate programs that evaluate and monitor outcomes of care, care systems, and quality improvement including consumer use of health care information systems.

Critical Reasoning

- Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice.
- Use science-based theories and concepts to determine the nature and significance of health and health care delivery phenomena, describe the actions and advanced strategies to enhance, alleviate, and ameliorate health and health care delivery phenomena as appropriate and evaluate outcomes.
- Design and implement processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization, or community against national and/or international benchmarks to determine variances in practice outcomes and population trends.

Leadership

- Develop and evaluate care delivery approaches that meet current and future needs of patient populations based on belief systems and scientific findings in nursing and other clinical sciences, as well as organizational, political, and economic sciences.
- Demonstrate leadership ability in the development and implementation of institutional, local, state, federal, and/or international health policy.

Professionalism and Professional Values

- Develop and/or evaluate effective strategies for managing the ethical dilemmas inherent in-patient care, the health care organization, and research.
- Ensure accountability for quality of health care and patient safety for populations with whom they work.

- Guide, mentor, and support other nurses to achieve excellence in nursing practice.

Global Health

- **Global Engagement:** Develop creative solutions for health care systems to address health equity and social justice thus reducing health disparities in rural and/or disadvantaged populations.
- **Diversity Education:** Analyzes social and cultural components of health and wellness to create solutions that are culturally and socially relevant and acceptable.
- **Environmental Sustainability:** Synthesize interprofessional and interdisciplinary knowledge and approaches that promote sustainable environmental health policies and conditions as well as reduce human health exposures.

DNP PROJECT REQUIREMENTS

DNP Project

Over the course of the program, DNP students will plan, implement, and evaluate a scholarly project focusing on a specialized area of interest. The projects may take on various forms and throughout the process students will work with a faculty mentor as well as content experts, organizational partners, researchers, specialists from other disciplines, and others. The scholarly project will demonstrate application of the DNP Essentials and the student's ability to lead and practice at the highest level of clinical, research, or academic standards. Please refer to the DNP project handbook for the requirements of this project.

SECTION IV: APPENDICES

APPENDIX A: STUDENT INCIDENT REPORT



School of Nursing

CLINICAL STUDENT INCIDENT REPORT

Student:	Date of Incident:
Preceptor:	Time of Incident:
Supervising Faculty:	Course:
Location of Incident:	
Student's Account of Incident	
<input type="checkbox"/> The student's comments are documented separately and have been sent to the FNP Program Coordinator.	
Signature of Student:	Date:
Preceptor Account of Incident	
<input type="checkbox"/> The preceptor's comments are documented separately and have been sent to the FNP Program Coordinator.	
Signature of Preceptor:	Date:
Clinical Supervising Faculty Account of Incident	
<input type="checkbox"/> The faculty's comments are documented separately and have been sent to the FNP Program Coordinator.	
Signature of Faculty:	Date:
Actions Taken / Resolution	
<input type="checkbox"/> The disciplinary plan is documented separately and has been sent to the FNP Program Coordinator.	
<input type="checkbox"/> All documentation has been placed in the student's file in the School of Nursing. <input type="checkbox"/> The AZBON has been notified.	
Signature: Program Coordinator:	Date:

APPENDIX B: CONSENT FOR DRUG & ALCOHOL SCREENING



CONSENT FOR DRUG & ALCOHOL SCREENING

I understand and agree that the screening test I am about to receive may include 1) Blood test for drug or alcohol; 2) Urine test for drug, alcohol or chemical; and/or 3) Breathalyzer test for alcohol

I understand that if I decline to sign this consent, and thereby decline to take the test, the Director of Nursing will be notified and disciplinary action up to and including removal from the clinical area, nursing program or the University may result.

(initial)

If the test is positive and confirmed by a second test on the same sample the Director of Nursing will be notified and I will be subject to possible disciplinary action. If I am already a licensed professional, my licensing board will be notified possibly resulting in a suspension or loss of my license.

(initial)

An exception may be made for the use of legally prescribed medications taken under the direction of a physician or other healthcare practitioner. List all prescriptions or non-prescription drugs or substances taken within the last two weeks.

Medication/drug	Prescribing practitioner (name & title)	Telephone number

- (initial)** I have not taken prescription medications that would affect drug/alcohol testing.
- (initial)** I understand that the above tests are not 100% accurate and may produce false positive or false negative results. I release Northern Arizona University from all liability arising from or in any way related to the testing or the results thereof.
- (initial)** I hereby consent to drug/alcohol screening
- (initial)** I refuse consent for drug/alcohol screening
- (initial)** I state that the urine or blood sample, if provided, is in fact a specimen from my own body eliminated on this date.
- (initial)** I authorize the results of my test(s) to be released to the NAU School of Nursing and others with a need to know.
- (initial)** Should any screening test(s) be positive, and if I am allowed to go through rehabilitation, I consent to periodic testing as deemed necessary by the School of Nursing upon my return to school.
- (initial)** If I am allowed to go through a rehabilitation program, I hereby consent to the rehabilitation program informing the School of Nursing as to whether or not I am participating satisfactorily, and whether or not I have successfully completed any rehabilitation program or failed any follow-up drug test/alcohol.
- (initial)** I understand that when I complete the rehabilitation program I may reapply to the Nursing Program. I also understand that reinstatement depends on course/program capacity.

Signed: _____ Date: _____ Witness: _____ Date: _____

APPENDIX C: CONSENT FOR TRANSPORTATION



SCHOOL OF NURSING CONSENT FOR TRANSPORTATION

I _____ hereby authorize the School of Nursing to notify a local transportation service to transport me to a drug-screening site, and/or to my home at the expense of the NAU School of Nursing.

Signed:

Date:

Witness:

Date:



**AGREEMENT TO SELF- REPORT TO THE ARIZONA STATE BOARD OF NURSING
ALTERNATIVE TO DISCIPLINE (ATD) PROGRAM**

I had a positive drug/alcohol screen agree to self-report to the [Arizona State Board of Nursing Alternative to Discipline \(ATD\) Program](#) so that monitoring can be implemented if determined necessary in accordance with the voluntary nature of the ATD program.

I agree to report:

- Within 30 days of admission to the School of Nursing
- 30 days prior to graduation from the School of Nursing program

1. I give permission to the School of Nursing to release records pertaining to my case to the ATD Program to facilitate a decision about monitoring.
2. I give permission for the ATD Program to inform the School of Nursing about whether the self-report has occurred.
3. I understand that if I am a Registered Nurse and fail to voluntarily self-report to the ATD Program within 30 days of admission to the School of Nursing, a complaint will be filed against me with the Arizona State Board of Nursing.
4. As a student, I understand that verification of meeting graduation requirements will be withheld until the School of Nursing has received confirmation from the State Board of Nursing that I have self-reported to the ATD Program.
5. I agree to release, hold harmless and indemnify the State of Arizona, the Arizona Board of Regents, Northern Arizona University, and their employees and agents from all claims, costs and expenses arising from actions taken by personnel of Northern Arizona University, School of Nursing and others employed by the University pursuant to this agreement.

Signed:

Date:

Witness:

Date:

APPENDIX E: TUBERCULOSIS SCREENING

Student Name:
Date:

Tuberculosis Risk Assessment and Symptom Evaluation

Instructions:

All nursing students must complete this form prior to enrollment and annually.

Risk Assessment: ANSWER EACH QUESTION

1. Have you temporarily or permanently been a resident for ≥ 1 month in a country with a high TB rate? This includes all countries with the exception of the US, Canada, Australia, New Zealand, and those in Northern Europe or Western Europe.
 Yes No
2. Are you currently immunocompromised or taking immunosuppression medication? Including having human immunodeficiency virus (HIV), being an organ transplant recipient, being treated with a TNF-alpha antagonist (e.g., infliximab, etanercept, or other), chronic steroid use (equivalent of prednisone ≥ 15 mg/day for ≥ 1 month) or taking other immunosuppressive medication.
 Yes No
3. Have you had close contact with someone who has had infectious TB disease since your last TB test?
 Yes No

Symptom Evaluation: ANSWER EACH QUESTION

- | | | |
|------------------------------------------------------------|------------------------------|-----------------------------|
| Do you have a bad cough that has lasted 3 weeks or longer? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have pain in the chest? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you coughing up bloody sputum? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you been experiencing weakness or fatigue? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you experiencing unintended weight loss? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you had a decrease in your appetite? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you had chills? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you had a fever? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you had sweating at night? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

<https://www.cdc.gov/tb/topic/basics/signsandsymptoms.htm>

Students are considered at increased risk for TB if any of the statements are marked 'yes'. Students with positive responses on the risk assessment or symptom evaluation will be referred to the Health Dept. for further evaluation and management prior to returning to the classroom or clinical setting.



**Doctor of Nursing Practice Program
Mentor Statement of Agreement**

I agree to serve as a mentor for a Doctor of Nursing Practice (DNP) student attending Northern Arizona University. As a mentor, I understand my role may include being a role model, teacher, resource, advisor, or coach. The aim is to facilitate opportunities for the DNP student to experience leadership in action, engage in administrative issues related to quality improvement, policy, personnel, and finances, and identify opportunities that align with the Essentials of DNP Education.

The Essentials of DNP Education

- I. Scientific Underpinnings of Practice
- II. Organizational and Systems Leadership for QI 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 Practice and Prevention and Population Health for Improving the Nation's Health
- VIII. Advancing Nursing Practice

It is the responsibility of the student to initiate contact and arrange days/times to be with the mentor.

Student Name (print):

Mentor Name (print):

Mentor Contact Information: Phone: Email:

Name of facility, clinic, or organization:

Address of facility, clinic, or organization:

Acknowledgement of Receipt of Preceptor/Mentor Handbook

I acknowledge that I was provided a copy of the handbook and am familiar with the content. I agree to abide by the laws of the state of Arizona and NAU School of Nursing policies relevant to mentoring or precepting a DNP student. I further agree to provide a copy of my professional license and a resume or CV.

Mentor Name (print):

Mentor Signature:

Date:

APPENDIX F (continued)

Student Responsibilities

- I have provided my mentor with a copy of the course syllabus.
- I have provided my mentor with a list of 3-4 goals for this practicum experience.

Student Name (print):

Student Signature:

Date:

Approval

Signature – Course Faculty:

Signature - DNP Program Coordinator:

Scan and email the following documents: Judith.ohaver@nau.edu

- The acknowledgement of Receipt of Handbook (this form)
- CV or resume
- Professional license

DNP Agency & Preceptor Request

Instructions:

1. Identify a preceptor/mentor and community agency, hospital, clinic, or other healthcare entity for your clinical practicum.
2. Complete **ALL** areas of this form. Do not leave anything blank.
3. Submit **ONE FORM** for each site and preceptor to the assignment drop box located in *Assignments*.
4. The School of Nursing will initiate an Affiliation Agreement with the agency if one does not exist.

Date of submission:

Student Name:		
Facility Name:		
Parent Organization:		
Facility Address:		
City:	State:	Zip code:
Facility Contact Name:		Position:
Facility Contact Information	Phone:	
	Fax:	
	E-mail:	
Name of Mentor/Preceptor:		
Credentials:		
Mentor Contact Information	Phone:	
	Fax:	
	E-mail:	
Are you employed at this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments:		

APPENDIX H: OBJECTIVES & PRACTICUM HOUR PLAN & DOCUMENTATION LOG

PART 1: Personal Learning Objectives and Action Plan

Name:

Semester:

Objective #1:
Action steps (Planned activities, estimated time, and deliverable for each)
Objective #2:
Action steps (Planned activities, estimated time, and deliverable for each)
1.
2.
3.
Objective #3:
Action steps (Planned activities, estimated time, and deliverable for each)
1.
2.
3.

You may retype this into your own document if more space is needed or you have > 3 objectives or action steps.

APPENDIX I: CLINICAL PRACTICUM HANDBOOK ACKNOWLEDGEMENT FORM

CLINICAL PRACTICUM HANDBOOK ACKNOWLEDGMENT FORM

Instructions: All students must sign the acknowledgment form indicating they have read, understand, and agree to abide by the policies and regulations set forth in the School of Nursing Graduate Handbook.

Return this signed form to graduatenuresing@nau.edu or fax to 928.523.7171

**SON Clinical Practicum Handbook
Acceptance ACKNOWLEDGMENT FORM**

I have read and understand the Northern Arizona University School of Nursing Graduate Student Handbook. I agree to abide by these regulations.

Student name (printed)

Student signature

Date

This agreement will be a part of my permanent student record in the School of Nursing. **The form is completed during orientation and each fall to acknowledge updates or changes.**

Created Spring 2021

