



Nursing

Florida Southern College
The Ann Blanton Edwards
School of Nursing and Health Sciences
Doctor of Nursing Practice
Student Handbook
2023-2024

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Welcome to the Doctor of Nursing Practice Program

The faculty and staff of the Ann Blanton Edwards School of Nursing and Health Sciences at Florida Southern College welcome you to the Doctor of Nursing Practice Program. I know you will find your educational experience both challenging and rewarding. Faculty have adopted Sister Simone Roach's theory, *Caring, The Human Mode of Being*, as a guiding framework for the BSN, MSN, PMC, and DNP programs. *While nursing is rooted in knowledge and evidence-based practice, it's equally rooted in caring for the whole person, not just the illness.* I hope and expect that you will experience the caring that is the focus of our nursing programs.

Your doctoral journey with us will provide many exciting opportunities for personal and professional growth. Utilizing the American Association of Colleges of Nursing (2006) Essentials of Doctoral Education for Advanced Nursing Practice as the primary framework, the DNP Program will provide you with the knowledge and skills needed for the highest levels of nursing practice and health systems leadership.

The Florida Southern College academic community is dedicated to excellence in scholarship, teaching, and learning. As a doctoral student, your engagement and contributions are important to our collective success. Be prepared to learn, to discover, and to grow! Members of our administration, faculty, and staff are here to support your journey every step of the way.

Sincerely,

A handwritten signature in cursive script that reads "Laly Joseph".

Laly Joseph, DVM, DNP, CNE, RN-C, MSN, ARNP, ANP-BC, FNAP
The Ann Blanton Edwards School of Nursing and Health Sciences

Preface

The *Doctor of Nursing Practice Student Handbook* provides information on program expectations, requirements, procedures, and related Florida Southern College (FSC) policies relevant to students, faculty, mentors, and advisors. Handbook content should be used in conjunction with other official FSC publications and references as listed below. The information provided here is specific to Doctor of Nursing Practice (DNP) students in The Ann Blanton Edwards School of Nursing and Health Sciences (SNHS) and is for informational purposes only. It is neither a contract nor an offer to contract. The SNHS reserves the right to change any provision or requirement at any time.

The Handbook is updated at least annually to reflect the most current information. It is the student's responsibility to be cognizant of and to comply with all SNHS requirements and FSC policies delineated in the *Florida Southern College Academic Catalog* and the *Florida Southern College Student Handbook*. These documents serve as the primary and original source of information and official policies on topics pertinent to all graduate students and to students in individual programs. Key examples are listed below. DNP students should review information in the FSC Academic Catalog and in the Student Handbook at the time of program entry and at least annually thereafter.

Florida Southern College Academic Catalog (Graduate and Doctorate Section):

<https://www.flsouthern.edu/academic-life/academic-catalog>.

- Academic Integrity
- The Florida Southern College Honor Code
- Graduate and Doctorate Admission
- Tuition
- Refund Policy
- Academic Policies
- Grading Scale
- Academic Standing, Probation, and Dismissal from Graduate or Doctorate Study
- Grade Appeals and Academic Integrity
- Doctor of Nursing Practice program information (all content)

Florida Southern College Student Handbook:

<https://www.flsouthern.edu/getmedia/62dab42f-2c4a-48ff-9596-32d31010a798/FSC-Student-Handbook.pdf>

- Student Code of Conduct
- Student Accountability Process
- Policies and Procedures: Student Records
- Student Records Policy: FERPA
- Anti-Harassment: Statement of Policy
- Social Media Policy

Honor Code Policy:

“I will practice academic and personal integrity and excellence of character and expect the same from others.”

As an academic community, Florida Southern College is firmly committed to honor and integrity in the pursuit of knowledge. Therefore, as members of this academic community, all students acknowledge responsibility for their actions and commit themselves to the highest standards of integrity, thereby making a covenant with the College and all members of the academic community not to engage in any form of academic dishonesty as defined immediately below. This covenant—Florida Southern College’s Honor Code—lies at the heart of learning, inquiry, and the critical exploration and dissemination of ideas. Through it, students affirm the authorship of their own work, and when work is not their own, appropriately attribute ideas, concepts, data, words, and artistic and creative expressions. Formal subscription to the Honor Code by all students assures the academic community that breaches of academic integrity will not be tolerated and fosters learning at its best. (See the Academic Catalog for more details.)

Information on student complaint procedures applicable to all students is accessible online at <https://www.flsouthern.edu/policies/student-complaint-procedures.aspx>.

DNP Program Administration Directory

The Dean of the SNHS, Dr. Laly Joseph, has primary administrative authority and responsibility for the DNP program. The Director of Graduate Nursing Programs, and the DNP Program, Dr. Melanie Michael, is responsible for program operations and serves as the principle liaison between DNP students and the SNHS administration and faculty. Faculty within the SNHS are responsible for decisions or recommendations regarding DNP Program admissions, curriculum and program evaluation, student orientation, and progression.

Dr. Melanie Michael, DNP Program Director	Telephone: 863-680-4683	Email: mmichael@flsouthern.edu
Ms. Sherry DiSantis Administrative Assistant	Telephone: 863-680-4954	Email: sdisantis@flsouthern.edu
Ms. Kathi Clifton Administrative Assistant II	Telephone: 863-680-5062	Email: kclifton@flsouthern.edu
Ms. Rose Pagano, Executive Assistant to the Dean	Telephone: 863-680-4175	Email: rpagano@flsouthern.edu
Ms. Beth Ann Noles, Clinical Coordinator	Telephone: 863-680-3861	Email: clinicalcoordinator@flsouthern.edu
Dr. Laly Joseph, Dean	Telephone: 863-680-3951	Email: ljoseph@flsouthern.edu

The Ann Blanton Edwards School of Nursing and Health Sciences Mission

Preparing health professionals to provide quality care for diverse populations

Nursing Programs Mission

The Florida Southern College nursing program is committed to educational excellence, providing opportunities that integrate caring, cultural competence and ethics into nursing practice and fostering personal and professional growth for the baccalaureate, master's, and doctoral level nursing student. A strong emphasis is placed on engaged learning, student-faculty collaboration and academically-based service to the community.

Nursing Programs Philosophy

The faculty of the Florida Southern College SNHS believes that the minimum educational preparation of the professional nurse is at the baccalaureate level and that a liberal arts education provides a foundation for learning and professional inquiry. A liberal education foundation stimulates the desire for lifelong learning and provides the professional nurse with the tools necessary to become an effective leader and to pursue advanced nursing degrees.

We believe that a quality education provides the professional nurse with a framework for holistic care of culturally diverse individuals, families, aggregates and communities. We facilitate learning experiences that emphasize bio-psycho-social-spiritual health care, and promotion, maintenance and restoration of wellness. Each faculty member is dedicated to enabling the nursing student to master new skills, to critically evaluate research and theory, and to integrate the new knowledge and skills into nursing practice.

Students are prepared in an atmosphere of compassionate caring to uphold professional standards and ethics, and to reflect Judeo-Christian values and ideals. We consider it essential that the nurse understands the impact of a changing health care delivery system upon patient health and the profession of nursing. Toward this end, nursing students at Florida Southern College are prepared to communicate effectively as part of an interprofessional team and to provide compassionate patient-centered care.

Nursing Programs 6 Cs of Caring

The faculty have adopted *Caring, The Human Mode of Being* by Sister Simone Roach as a guiding framework across all the nursing programs. This conceptual model evolved in response to the question, 'what is a nurse doing when she or he is caring?' Specific manifestations of caring as represented by such behaviors as taking the time to be with, checking factual information, identifying and using relevant knowledge, performing technical procedures, showing respect, maintaining trusting relationships, keeping a commitment, and comportment in dress and language were generalized into the Six Cs. The Six Cs are *compassion, competence, confidence, conscience, commitment, and comportment* (Roach, 2012)

Doctor of Nursing Practice Program Description

The DNP Program at Florida Southern College (FSC) is a leadership focused, post-master's program of study designed to prepare graduates in organizational leadership, health care quality improvement, health care policy and advocacy, finance, information systems, and project management. Emphasis is on the application of evidence for the improvement and enhancement of patient care and health care delivery systems. The program and the curriculum are based on guidelines and recommendations of the American Association of Colleges of Nursing (AACN) and the National Organization of Nurse Practitioner Faculties (NONPF).

DNP Program requirements can be completed in as few as six semesters or 2 years. A minimum of 38 credits are required for the degree.

The curriculum is delivered in a convenient online format designed specifically for working health care professionals. Participation in a virtual learning immersion experience is required at the beginning of each semester. Beyond the initial semester of program enrollment, scheduling and program details for each immersion experience will be communicated through the DNP Forum in Canvas. A tentative schedule for learning immersion events for the Fall 2023, Spring 2024, and Summer 2024 terms is provided in Appendix A.

Students are periodically required to attend a limited number of virtual events synchronously as necessary for fulfillment of program and degree requirements. Examples include, but are not limited to, synchronous virtual class sessions and presentation of project work at the SNHS annual research day event.

Doctor of Nursing Practice Core Competencies

DNP students are expected to demonstrate mastery of the core competencies delineated in *The Essentials of Doctoral Education for Advanced Nursing Practice* (American Association of Colleges of Nursing, 2006):

- I. Scientific Underpinnings for Practice
- II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
- III. Clinical Scholarship and Analytic Methods for Evidence-Based Practice
- IV. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Healthcare
- 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

Expected DNP Student Learning Outcomes

Upon completion of the program, DNP students will be able to

- Integrate nursing and related health science theories, concepts, and evidence-based practices to develop, implement, and assess new innovations or models of health care delivery.
- Use principles of business, finance, economics, and health policy to develop, implement, and lead practice-level and/or system-wide initiatives that will improve the quality and value of care delivery.
- Utilize a broad range of analytic methods to critically appraise research and other literature, design, direct and evaluate quality improvement methodologies, and apply relevant research findings and practice guidelines to improve the delivery of health care.
- Incorporate information technologies and informatics techniques into clinical, health care leadership, or academic practice.
- Appraise and critique local, state, and national health care policies and provide leadership to meet future health care financing, policy, regulation, ethics, and delivery needs.
- Construct, implement, and evaluate methods to develop high performing interprofessional teams and approaches to optimize the delivery of health care.
- Analyze pertinent aggregate or population health data, synthesize concepts relevant to population health, and evaluation models of care delivery for community, environmental, occupational health, and cultural and socioeconomic dimensions of health.
- Conduct a systematic assessment of a complex health care system, practice, or community to design, deliver or evaluate new methods or models of health care.

DNP Program Goals

1. Prepare master's prepared nurses for the most advanced level of nursing practice within healthcare systems and communities
2. Prepare graduates for a leadership trajectory at various levels in clinical and administrative health care environments
3. Provide students with the knowledge and skills required to translate evidence to address current and evolving practice issues in complex health care environments.
4. Promote knowledge of the cultural, socioeconomic, and political dimensions of health care

Accreditation

The Doctor of Nursing Practice program at Florida Southern College is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

Academic Information

DNP Program Communication

The Canvas Learning Management System platform provides web-based infrastructure used by FSC students, faculty, staff, and administrators for communication, dissemination, and exchange of documents, and online learning. This includes facilitation of communication and sharing of documents with and among members of specific user groups. For DNP Students, the *DNP Forum in Canvas* serves as a primary platform for communication of information specifically relevant to DNP students. Students will automatically be enrolled in the Forum at the time of matriculation and will receive orientation to the site during the first Learning Immersion event following program entry. Students should adjust settings in Canvas to receive automatic notification of announcements posted in Canvas and should check the site frequently for updates and new information.

Instructions for developing the DNP Professional Portfolio and final DNP Project presentation may be provided through the Forum and/or in individual courses. Forms or rubrics specific to individual DNP course requirements, including the DNP Project and Practicum course series, will be provided within the respective courses in Canvas.

DNP Program Requirements

DNP Program requirements include, but are not limited to, the following:

- Completion of at least 38 post-master's credit hours
- Completion of a minimum of 1,000 post-baccalaureate practice hours*
- Submission of a DNP Professional Portfolio
- Completion of all DNP Project and Practicum requirements
- Presentation of the DNP Project within the SNHS and at the practice site where the project is completed
- Submission of a DNP Project abstract to a peer-reviewed conference
- Submission of a DNP Project manuscript or scholarly project paper summarizing DNP Project work and results

*All DNP students must complete a minimum of 1,000 *post-baccalaureate* practice hours as a part of a supervised academic program in accordance with American Association of College of Nursing (AACN) standards and definitions. For detailed information on this requirement, refer to the *DNP Practicum Requirements* section of this Handbook.

Doctor of Nursing Practice Program Courses

Course descriptions for all DNP Program courses are available online in the FSC Academic Catalog: <https://www.flsouthern.edu/academic-life/academic-catalog>. Each student will receive a progression plan that includes course sequencing and the anticipated semester of enrollment for each class at the time of program entry.

Course Number	Credits	Course Title
NUR 7100	3	Philosophical, Theoretical, Professional, and Conceptual Foundations
NUR 7110	3	Leadership and Interprofessional Practice
NUR 7120	1	Introduction to the DNP Project
NUR 7200	2	Professional, Business, and Scholarly Writing
NUR 7210	3	Health Care Business and Financial Management
NUR 7300	3	Practice Scholarship: Evidence-based Practice and Quality Improvement
NUR 7310	3	Data Management and Analytics for Evidence-Based Practice
NUR 7400	3	Clinical Prevention and Population Health
NUR 7410	3	Health Policy and Advocacy in Health Care
NUR 7420	3	Information Management and Technology
NUR 7500	2	DNP Project and Practicum I
NUR 7510	3	DNP Project and Practicum II
NUR 7520	3	DNP Project and Practicum III
NUR 7530	3	DNP Project and Practicum IV

Advising

Each student will be assigned an advisor upon admission to the program. The advisor serves as a mentor and provides each student with advice and academic support as needed for successful progression and program completion. Deviation from the student's established program of study may result in delayed graduation. Students are required to participate in academic advising and to review their respective programs of study and progression with the advisor every semester.

DNP Professional Portfolio Requirements

Graduates of the DNP Program are expected to demonstrate mastery of the core competencies delineated in *The Essentials of Doctoral Education for Advanced Nursing Practice* (American Association of Colleges of Nursing, 2006). Students attain these competencies through course work, completion of DNP Project and Practicum requirements, professional accomplishments, and contributions to public and community health. Competency attainment is validated in individual courses and through documentation in the DNP Professional Portfolio. The Portfolio is an independent or "stand alone" graduation requirement apart from other course, DNP Project, and DNP Practicum requirements. Reflective learning provides for integration of new knowledge and skills into current or future practice. Development of the portfolio provides an opportunity for students to reflect upon progress toward attainment of DNP core competencies and how learning has been, or will be, integrated into current or future practice.

Detailed instructions and requirements for the DNP Professional Portfolio will be provided in the DNP Forum in Canvas and/or in individual DNP courses. All Portfolios must include specified content elements and must be organized in accordance with the guidelines and conventions provided by faculty. Students may be required to manage the portfolio through an online system as required by the SHNS faculty. Any required subscription or license fees are the responsibility of the student.

Students may be required to update and to periodically submit the Portfolio for formative evaluation within individual courses. The completed Portfolio must be submitted for summative (final) evaluation at the end of the student's final semester in the program. The evaluation rubric used for formative and summative assessment of the DNP Professional Portfolio will be provided in individual courses. The DNP Program Director is responsible for interpretation and application of evaluation criteria.

The completed and final DNP Professional Portfolio will be retained by the SNHS in order to demonstrate consistency with relevant program accreditation standards.

DNP Professional Portfolio Required Documentation

Documentation in the DNP Professional Portfolio must provide evidence of attainment of competencies in each of the primary domains delineated in *The Essentials of Doctoral Education for Advanced Nursing Practice* (2006):

- I. Scientific Underpinnings for Practice
- II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
- III. Clinical Scholarship and Analytic Methods for Evidence-Based Practice
- IV. Information Systems / Technology and Patient Care Technology for the Improvement 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

Examples of documentation that can be used to demonstrate competency attainment include, but are not limited to, the following.

- DNP course syllabi
- Publications or manuscripts
- Posters, abstracts, podium presentations
- Notifications of funding or scholarships
- Written assignments and projects completed in individual DNP courses
- Documents developed through the DNP Project and Practicum immersion experience
- Awards, recognitions, certifications, or credentials attained while enrolled in the DNP program
- Continuing education
- Documents developed through service to professional organizations
- Documents developed during the planning, implementation, evaluation, and dissemination phases of the DNP Project.

All Portfolios must include the following DNP Project documents:

- DNP Project proposal
- DNP Project scholarly paper or manuscript
- DNP Project poster
- DNP Project conference abstract submission
- DNP Practicum Evaluations for NUR 7500, NUR 7510, NUR 7520, and NUR 7530
- DNP Practicum Hour Logs for NUR 7500, NUR 7510, NUR 7520, and NUR 7530

Overview: DNP Project and Practicum Requirements

The DNP curriculum provides rich and varied opportunities for learning in the classroom and in the community. Among these, knowledge and skills gained through the DNP Project and Practicum are pivotal to attainment of DNP core competencies. All final DNP Project and Practicum documents must be submitted in accordance with timelines established by the faculty each semester. These timelines provide for review and determination of eligibility for graduation in the final semester.

Within the SNHS, requirements for the DNP Project and Practicum are inextricably linked. These requirements are fulfilled within the context of four courses listed below which are typically completed as a series during the last four semesters in the program.

- NUR 7500 DNP Project and Practicum I
- NUR 7510 DNP Project and Practicum II
- NUR 7520 DNP Project and Practicum III
- NUR 7530 DNP Project and Practicum IV

Each student will develop an individualized *DNP Practicum Learning Plan* specific to each course in the series at the beginning of each semester. The Plan is developed in collaboration with course faculty and a practice-based DNP Project and Practicum *mentor*. The Plan will delineate the learning goals, objectives, activities, and estimated practicum hours for the term. The Plan for each course must be reviewed and approved by faculty and the practice mentor at the beginning of each semester and prior to commencement of practicum hours at the proposed site. Hours spent in the practice environment and related to the DNP Project may be used to fulfill DNP Practicum (practice) hour requirements. Evaluation of practicum work by faculty and the practice mentor at the end of each semester will be based on attainment of the goals and objectives documented in the Plan.

Faculty assigned to teach courses in the DNP Project and Practicum course series will supervise DNP Project and Practicum work for individual students or groups of students beginning in NUR 7500. Typically, the same faculty member/members will work with assigned students or groups of students across all four courses and will be responsible for final evaluation of all project and practicum related activities and tangible work products.

The student is responsible for identifying and proposing a collaborative arrangement with a practice mentor with relevant expertise in a practice setting of interest. The mentor will supervise DNP Project and Practicum activities completed at the student's primary project and practicum site. The student's current site of employment may be selected for DNP Project and Practicum experiences. A different site (i.e., other than the student's current employment site) may be selected as necessary and appropriate to the focus and goals of the student's project. Students are encouraged to begin securing a mentor and site during the first semester of the program. A *letter of commitment and support* from the mentor and practice site must be provided surrounding completion of coursework in NUR 7500.

An affiliation agreement with the proposed DNP Project and Practicum site is required. Students should work with and through the SNHS Clinical Coordinator to verify any existing agreement or to secure a new agreement prior to commencement of practicum hours at the site.

DNP Project

DNP education is distinguished by the completion of a scholarly project that demonstrates the student's ability to synthesize and to apply knowledge and skills acquired through doctoral education. The DNP Project provides a measurable medium for evaluating the student's ability to evaluate and apply evidence to improve patient and practice outcomes---the hallmark of DNP education (American Association of Colleges of Nursing, 2006). The DNP Project is an independent or "stand alone" graduation requirement apart from other course, practicum, or program requirements.

DNP Project requirements are based on recommendations of the American Association of Colleges of Nursing (2015) and the National Organization of Nurse Practitioner Faculties (2007). All DNP Projects should:

- Focus on change that impacts health care outcomes through direct or indirect care
- Have a systems or population focus
- Provide for sustainability or future work to sustain gains
- Include an evaluation of project impact using pre-defined process and/or outcome indicator measures
- Provide a foundation for future DNP practice scholarship

Group DNP Projects are acceptable when project aims are consistent with program requirements and students' learning and professional goals. Each member of a group must fulfill program and course requirements relative to the planning, implementation, and evaluation components of the project. Guidelines for the entire project, guidelines for individual student contributions to the project, and rubrics for evaluation of individual member contributions will be developed in NUR 7500, NUR 7510, NUR 7520, and NUR 7530. Each student in a group must fulfill a leadership role and demonstrate primary responsibility for at least one component of the project.

The DNP Project team, at a minimum, will consist of a student or a group of no more than three students, a doctoral prepared faculty member, and a practice mentor at the site where the project will be implemented. Additional mentors or experts may serve as consultants to the project team in order to promote rigor and attainment of targeted improvements. Statistical consultation will be available through SNHS faculty with expertise in this area. Consultations can be scheduled through faculty supervising the DNP Project.

DNP Project Timelines and Milestones

Specific DNP Project and Practicum requirements for each semester will be determined within the context of individual DNP Project and Practicum courses. The timelines and key milestones listed below are typical.

All DNP Project proposals must be reviewed through the Florida Southern College Institutional Review process prior to implementation or commencement of any work that falls under the scope of the DNP Project. Institutional review requirements of individual practice sites may also apply to individual projects. Instructions and guidance on navigating the institutional review process will be provided in NUR 7500 and NUR 7510.

DNP students may complete the DNP Project at their place of employment. In some instances, students may be required, as a condition of their paid employment, to participate in the planning of practice changes or in the collection/evaluation of data that may retrospectively be deemed relevant to an envisioned or proposed DNP Project. In these instances, students should consult with faculty to clarify how and if such work may be applied within the context of planning, implementing, and/or evaluating the DNP Project while meeting IRB requirements.

NUR 7500 DNP Project and Practicum I

- Develop a mutually beneficial relationship with key stakeholders in the organization where the proposed DNP Project will be implemented; secure a letter of commitment/support
- Define the practice, health care delivery, or financial problem and practice question that will guide DNP Project development and work
- Identify a theoretical or conceptual model to guide project development and completion
- Secure approval of DNP Project topic and focus from your supervising faculty member
- Retrieve, appraise, and synthesize literature to identify evidence-based interventions for addressing the problem or phenomenon of interest
- Complete practicum hours as specified in the DNP Learning Plan
- Incorporate required documents into the DNP Professional Portfolio

NUR 7510 DNP Project and Practicum II

- Complete Collaborative Institutional Training Initiative (CITI) training requirements
- Develop the DNP Project vision and written proposal in collaboration with faculty, the practice mentor, and stakeholders at the site of proposed implementation
- Present and secure faculty and mentor approvals for the DNP Project proposal
- Submit the DNP Project proposal and required companion documents for Florida Southern College Institutional Review Board review following FSC procedures and policies
- Fulfill any institution-specific review requirements for the project host site
- Complete practicum hours as specified in the DNP Learning Plan
- Incorporate required documents into the DNP Professional Portfolio

NUR 7520 DNP Project and Practicum III

- Lead, monitor, and close the implementation phase of the DNP Project
- Collect and manage data for evaluation of DNP Project impact on targeted outcomes
- Complete practicum hours as specified in the DNP Learning Plan
- Incorporate required documents into the DNP Professional Portfolio

NUR 7530 DNP Project and Practicum IV

- Analyze and evaluate results of the DNP Project relative to targeted project goals and objectives
- Develop an abstract and a manuscript **or** scholarly project paper summarizing DNP Project work and results
- Secure approval of the DNP Project abstract and manuscript or final scholarly project paper
- Disseminate project results within the SNHS and at the practice site
- Complete practicum hours as specified in the DNP Learning Plan
- Incorporate required documents into the DNP Professional Portfolio

The final written DNP Project report may take the form of a manuscript or a scholarly project paper. Manuscripts must be suitable for publication in a peer-reviewed journal. Manuscripts should be written in the style of the target journal and submitted to the journal prior to final DNP Program completion. Acceptance by the journal by time of graduation is not required. Scholarly papers must be prepared in accordance with the most current edition of the *Publication Manual of the American Psychological Association*.

All DNP students are required to submit a DNP project abstract to at least one peer-reviewed conference; to present the results of the DNP Project at the host practice site; and to present the DNP Project at a research day event hosted by the Ann Blanton Edwards School of Nursing and Health Sciences (SNHS) during the last semester or semester of completion of NUR 7530. Information on presentation requirements and evaluation criteria are provided in individual DNP Project and Practicum series courses.

Students must complete all project-related work and be prepared to present in accordance with timelines established by the SNHS each semester. Faculty are authorized to approve or to deny the scheduling of individual presentations as necessary to ensure that all students have met program and project requirements. Event information will be disseminated through the DNP Forum in Canvas and through individual DNP courses.

Authorship Considerations Applicable to the DNP Project

Scholarly work in the DNP Program, including DNP Project-related activities, are frequently completed as a collaboration between students and faculty. This work also typically involves consultation and collaboration with mentors and/or consultants at the site where the DNP Project is conducted. Decisions regarding dissemination and authorship should reflect the collaborative nature of DNP Project work and should be consistent with national standards and guidelines. *Authorship is reserved for persons who make a substantial contribution to and who accept responsibility for a published work* (American Psychological Association, 2020, p. 24). DNP students and faculty should discuss and determine authorship credit, authorship order, and acknowledgements for DNP Project-related publications beginning in NUR 7500. Refer to Appendix B. Final decisions in these categories should be made collaboratively among the student, the faculty, and any DNP Project mentors or collaborators at the project site as early as possible and, preferably, in the semester in which NUR 7500 is completed.

DNP Practicum Requirements

The practicum component of each DNP Project and Practicum course involves completion of practicum hours that include mentored immersion experiences and professional activities to advance attainment of targeted leadership, practice improvement, and related competencies under the guidance and leadership of a DNP mentor. Mentors must hold a graduate degree, occupy a leadership role within their respective organizations, and have relevant practice or administrative expertise to promote attainment of student learning outcomes. Additional information regarding mentor qualifications and responsibilities is provided in the *DNP Mentor Handbook*. Required hours, experiences and activities will be documented in the DNP Learning Plan each semester.

All DNP students must complete a minimum of 1,000 *post-baccalaureate* practice hours as part of a supervised academic program (American Association of Colleges of Nursing, 2006). A maximum of 600 practice hours from the student's master's program can be applied toward fulfillment of the 1,000 hour post-baccalaureate requirement. A minimum of 400 hours are to be completed in the FSC DNP program.

Each student is required to provide verification of practice (clinical) hours completed in the master's program(s) at the time of program entry. Verification of hours completed in the master's program must be provided on the DNP Program *Verification of Precepted Practice Hours* form. This form is accessible in the DNP Forum in Canvas. AACN (2006) broadly defines practice hours to include practice immersion experiences that advance clinical, leadership, health policy, and/or informatics specialization within the profession of nursing. Conversely, the American Association of Colleges of Nursing (2004) affirms that the discipline of education encompasses a separate body of knowledge and competence and is not an area of advanced nursing practice. Accordingly, practice hours in the nurse educator role **are not** applied toward fulfillment of post-baccalaureate practice hour requirements for the DNP Degree.

The required minimum 400 practicum (practice) hours are typically completed over four semesters in NUR 7500, NUR 7510, NUR 75120, and NUR 7530. Each student is required to log

and submit practicum hours at the end of each semester using the approved SNHS *DNP Practicum Log* form. All DNP Practicum hours must be documented on approved FSC SNHS forms and verified by the DNP Project and Practicum mentor and/or faculty supervisor at the end of each rotation or semester.

Practicum activities should align to support attainment of the student's professional goals, DNP Project requirements, and DNP competencies. These activities should include, but are not limited to, in-depth work with the practice mentor and other experts in nursing and related health care disciplines. Ongoing feedback and reflection are critical components of all practicum experiences and serve to enrich the student's knowledge and practical skill foundations.

Illustrative examples of the types of activities that are eligible and that are not eligible to count toward fulfillment of DNP Practicum requirements are provided below. In most instances, hours logged completing activities ***at practice or community sites*** are allowable, including hours spent at these sites planning, implementing, and/or evaluating the DNP Project. Faculty supervising DNP Projects and Practicums are responsible for reviewing and approving conferences and other activities external to the approved Project and Practicum site. Likewise, faculty are also responsible for reviewing and approving work/activities completed ***remotely/virtually***.

Examples of activities that *are typically eligible* to count toward fulfillment of DNP Practicum hours:

- Completion of work ***at practice or community sites*** on all phases of the DNP Project (planning, implementation, evaluation, and dissemination)
- Providing leadership for a local/institutional, regional, state, or national level workgroup, committee, or professional organization
- Participation and completion of activities that promote and enhance capacity for planning, implementing, and evaluating practice improvement initiatives
- Working with a practice or clinical mentor/expert to develop practice guidelines or protocols
- Working with a practice mentor to develop or manage budgets
- Working with a practice mentor to develop organizational policies and procedures
- Working with a practice mentor to develop grant applications
- Participation in organizational strategic, business, and/or operational planning
- Participation in organizational compliance and/or risk management activities
- Attending a regional, state, or national conference
- Participation in professional journal clubs, grand rounds, community/public health meetings
- Participation in interprofessional team meetings or conferences to advance patient care

Examples of activities that are *typically not eligible* to count toward fulfillment of DNP Practicum hours:

- Hours spent working on DNP Project planning or evaluation at home or on the FSC campus
- Hours spent completing course-related requirements (e.g., writing the DNP Project proposal, writing the DNP Project IRB application, searching for literature, completing a literature review)
- Work completed at a practice or community site that falls within the scope of the student's paid employment
- Completion of online educational modules (unless previously approved by faculty)
- Attendance at professional meetings or conferences (unless previously approved by faculty)

Progress toward the goals documented in the student's DNP Learning Plan will be evaluated by faculty, in consultation with the practice mentor, at the end of each semester in NUR 7500, NUR 7510, NUR 7520, and NUR 7530.

All DNP students must comply with applicable institutional or organizational policies regarding vaccinations, drug testing, and background checks required for completion of DNP Project and Practicum experiences. A blanket student nursing liability insurance policy will cover all domestic nursing students for the time he or she is providing patient care or completing DNP project and practicum requirements as part of a supervised clinical education experience. The cost (estimate \$23 per year) will be included in the nursing fee charged each semester. International students are required to purchase an individual student liability coverage policy and to provide proof of coverage at program entry. Coverage is required in an amount equal to the limits required by the host site where DNP Project and Practicum experiences will be completed.

Graduation, Hooding, and Commencement Procedures

Students can access the official FSC Commencement Handbook online at <https://www.flsouthern.edu/spring-commencement-handbook>. This Handbook includes information on graduation requirements and commencement procedures.

Students planning to graduate must complete an *Application for Graduation* form with the Registrar's office the semester prior to the term of projected graduation. When the application is processed and a graduation check is completed, the graduate's name is placed on the graduation list and the student will receive all communications regarding commencement. Caps, hoods and gowns are typically purchased directly through the campus bookstore for commencement ceremonies. Regalia (caps, hoods, and gowns) for hooding ceremonies may be purchased directly from the vendor. Details on purchasing / rental arrangements are disseminated via e-mail prior to each commencement or hooding event.

All summer graduates will be invited to participate in a Hooding Ceremony that will be held at the end of the semester. The hooding of doctoral and master's candidates prior to

Commencement is an honored and special tradition in many colleges and universities. The Hooding Ceremony is for graduate students only and does not replace Commencement. Therefore, summer graduates at FSC are also invited to participate in the Commencement Ceremony held at the end of the fall semester following program completion (i.e., summer 2024 graduates will be invited to participate in the fall 2024 Commencement Ceremony held in December 2024).

All graduates are individually hooded at the Hooding Ceremony; they are not hooded individually at the Commencement Ceremony. Therefore, graduates who participate in the December Commencement Ceremony should arrive wearing academic regalia including the hood. Graduates only participate in **one** Hooding Ceremony, typically during the month in which they are graduating.

Incident Reporting Procedures

On Campus

In the event of a life-threatening emergency call 911

In the event of a student accident (that does not require 911 assistance) **call FSC Campus Safety at 863-680-4305**. Campus Safety will file an incident report and take the student back to their room (if living on campus). Campus Safety will also notify the Office of Student Life at 863-680-4206 who will decide if the student's emergency contact person should be notified. Beyond providing emergency measures or routine first aid, faculty and staff should not attempt to diagnose or treat students who are ill or injured.

The Incident Management and Reporting form should be submitted to the Ann Blanton Edwards School of Nursing and Health Sciences Dean's Executive Assistant within 72 hours of the incident. Copies will be retained in the student's academic file and the ABESNHS incident tracking file.

Off Campus

In the event of a life-threatening emergency call 911.

If a student has an incident at an off-campus location during their clinical (or practicum), contact the BSN Lead Faculty/Graduate Faculty of Record or Program Director immediately.

The Incident Management and Reporting form should be submitted to the Ann Blanton Edwards School of Nursing and Health Sciences Dean's Executive Assistant within 72 hours of the incident. Copies will be retained in the student's academic file and the ABESNHS incident tracking file.

References

- American Association of Colleges of Nursing. (2006). *The essentials of doctoral education for advanced nursing practice* [PDF file]. <https://www.aacnnursing.org/DNP/DNP-Essentials>
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- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>
- National Organization of Nurse Practitioner Faculty. (2007). *NONPF recommended criteria for NP scholarly projects in the practice doctorate program* [PDF file].
<https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/imported/scholarlyprojectcriteria.pdf>

Appendix A

Tentative Schedule for DNP Learning Immersion Events 2023-2024

DNP Learning Immersion events will be synchronous and held virtually through Zoom or similar online meeting platform. Beyond the first semester, final dates and times for each session will be communicated through the DNP Forum in Canvas and/or via e-mail.

Fall 2023: August 26, 2023

Spring 2024: January 13, 2024

Summer 2024: May 18, 2024

Appendix B

Doctor of Nursing Practice Program Faculty and Student Authorship Guide

Scholarly work in the DNP Program, including DNP Project-related activities, are frequently completed as a collaboration between students and faculty. This work also typically involves consultation and collaboration with mentors and/or consultants at the site where the DNP Project is conducted. Decisions regarding dissemination and authorship should reflect the collaborative nature of DNP Project work and should be consistent with national standards and guidelines. *Authorship is reserved for persons who make a substantial contribution to and who accept responsibility for a published work* (American Psychological Association, 2020, p. 24). DNP students and faculty should use the following guidelines in determining authorship credit, authorship order, and acknowledgements for DNP Project-related publications:

- International Committee of Medical Journal Editors (ICMJE). *Defining the role of authors and contributors*. <https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>
- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association. (Sections 1.21, 1.22, 1.23, 1.24, and 1.25)

Collaborative publications may include abstracts or manuscripts based on course requirements, presentations, posters, DNP projects or any other scholarly product. Authorship credits and order decisions should be based on the relative scholarship abilities and professional contributions of each collaborator. The ICMJE criteria for evaluating contributions include:

- Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data;
- Drafting the article or revising it critically for important intellectual content;
- Final approval of the version to be published;
- Agreement to be accountable for all aspects of the work in ensuring that questions related to accuracy or integrity of any part of the work are appropriately investigated and resolved (ICMJE)

Faculty and students should engage in the process of making appropriate authorship decisions based on thorough and systematic discussions leading to explicit agreements early in the collaborative endeavor. For the DNP Project, this process should typically begin in the semester in which the student is enrolled in NUR 7500 DNP Project and Practicum I. The DNP Program Director and/or the Dean of the Ann Blanton Edwards School of Nursing and Health Sciences are available for consultation regarding questions or concerns relating to authorship decisions.

Acknowledgement:

Student Signature / Date

Student Name (printed) / Date

DNP Project Faculty Advisor Signature / Date

DNP Project Faculty Advisor Name (printed) / Date