

University of Alabama School of Nursing**University of Alabama at Birmingham****Guidelines for DNP Scholarly Practice Project and Planning Documents**

This is the capstone experience for the DNP program. The practice residency is usually completed in partnership with another entity such as a clinical agency, school, health department, government or voluntary organization. The project is related to advanced practice in the nursing specialty and benefits a group, population or community. Students in similar stages of project completion may be grouped into small group seminars to focus upon selected aspects of their projects. The final project selected and planned by the student and advisor with assistance from the mentor is implemented during this course. The form of the final product for the course is mutually agreed upon between the student and the advisor. It may take many forms that include, but are not limited to manuscripts for publication, protocols, and strategic or operational plans for an organization.

The **Scholarly Practice Project Committee** for each student will consist of, at a minimum, the faculty advisor and an identified mentor from the agency in which the student expects to implement the scholarly project. Additional members may be added to the student's committee if their area of expertise is important to the conduct of the project. Students are expected to contact their faculty advisor at least once each semester to discuss the student's progress in developing the plan. Students are expected to use courses within their plan of study as well as their advisor's guidance to develop their plan. It is recommended that the student identify a mentor in the agency early in their program and obtain the approval of their faculty advisor.

Several steps must be completed before the project is implemented. First, the student in conjunction with the faculty advisor initiates the appointment of their scholarly practice project committee. Simultaneously, students will consult with their advisor to ascertain if the School of Nursing has a contract with the agency where the student plans to complete the project. The third step is to prepare an application to the university institutional review board (IRB) and any required review board within the agency where the project will be conducted. It is the student's responsibility to identify the necessary approval steps within the agency and in conjunction with the advisor, assure the requirements are met prior to project implementation.

Student Responsibilities

- Confer with faculty advisor at least once per semester about coursework and progress in refining the scholarly project concept.
- Develop a proposal for NUR 738, Scholarly Project Seminar, to meet project guidelines and course requirements. The final proposal, however, is subject to approval by the student's faculty advisor.
- Secure a mentor in the agency where the project will be conducted and obtain the approval for appointment of the mentor from the faculty advisor.
- Submit, with the advisor's approval, a request for appointment of the Scholarly Practice Project Committee. Include the requested information that documents the credentials of the mentor and that person's agreement to serve on the committee. The committee appointment must be implemented prior to completion of NUR 738, however, an earlier completion date is recommended so that sufficient review of the project from the perspective of the mentor and clinical agency are completed.

- Submit a request to develop a contract with the agency in which the project will be conducted if a current contract is not in place.
- Prepare and submit with the assistance of the faculty advisor, a request for IRB approval of the project and any approvals required by the agency where the project is conducted.
 - Go to <http://www.uab.edu/irb>
 - Complete IRB Training Module if not completed in NUR 738
 - Determine appropriate category for your proposal
 - Complete the application and submit to your faculty advisor and agency mentor along with the certification of training
 - Place the Protocol Oversight Review Form (PORF) with your packet. (Appendix A)
- Submit the outcomes of the scholarly project in the form agreed upon by the student's committee along with documentation of plans for dissemination of the outcomes.

Faculty Advisor Responsibilities

- Meet at least once per semester with each student for which you have been assigned as faculty advisor to review progress toward completion of individual plans of study and progress toward development of the scholarly project, including feed back on how coursework may be used to refine development of the project.
- Confer with student advisees during the time they are completing requirements for NUR 738 as to the appropriateness of the project for implementation.
- Review and approve with the student, the credentials of the students' selected mentor from the agency.
- Facilitate the submission of the student's request for appointment of the scholarly project committee.
- Assist the student in determining whether an agency contract is needed for the conduct of the scholarly project.
- Assist the student with preparation and first level review of the student's IRB application, budget, and protocol oversight review form (PORF). Ascertain if additional documents are needed by the agency where the student will conduct the project.
- Develop with the student and agency mentor, an agreement on what products are required for successful completion of the scholarly project.

Guidelines for Components of the Scholarly Practice Project

The scholarly practice project committee will guide the student in the development of the project to ensure that the proposed project is sufficient in depth and in scope to reflect the knowledge of an expert in advanced practice. Students are encouraged to examine their proposals in terms of interventions that promote health, prevent illness and disability, alleviate health disparities, patient safety, and/or improve healthcare systems.

The project proposal may contain the following elements or others as agreed upon by the committee:

1. Analyze of the nature of the problem or issue that will be the focus of the intervention.
2. Describe the environment (organizational, political, cultural, and/or economic) in which the proposed project will take place.

3. Describe the patient (community, population or organizational system) safety issues related to the proposed project.
4. Present an analysis of the evidence-based literature related to the proposed project.
5. Describe the innovative actions (project plan) to ameliorate the identified problem or enhance the quality and safety of patient care delivery.
6. Describe the implementation of the plan.
7. Evaluate the efficacy and cost of your intervention
8. If appropriate, propose a plan, based on evidence of your intervention(s) and evaluation, to sustain the outcomes at a patient care, organizational or policy level.
9. Describe barriers encountered at any phase of your project and your strategies for overcoming them (or not).
10. Disseminate your project in a public venue as agreed upon with your scholarly project committee.
11. Include samples of all products from the scholarly practice project (manuscripts, posters, patient teaching documents, etc) produced in your portfolio.

**University of Alabama School of Nursing
University of Alabama at Birmingham
DNP Program
Scholarly Project Approval**

Student Name

Title of Project

Approval of Scholarly Project by the Student's Faculty Advisor

Faculty Advisor

Approval Date

Approval of Scholarly Project by Student's Mentor

Mentor

Approval Date

Successful completion of the Scholarly Project

Faculty Advisor

Approval Date

DNP Program Director

Date

Scholarly Project Planning Packet

NOTE: ALL PLANNING FORMS MUST BE PROCESSED THE SEMESTER PRECEDING THE SCHOLARLY PROJECT

Failure to complete the form accurately and entirely can slow the contract process and may prevent the student from beginning the clinical experience.

This is not a contract. It is a planning form so that the contract can be processed between the agencies involved. The *legal* contract will go to the mentor's agency directly from UAB in the event that a current contract is not already in place.

Time Frame for Planning Forms: Meet with your advisor as early as possible once you have been admitted to the School of Nursing and no later than the first week in the NUR 738

. **Please note:** New contracts are extremely time consuming. Start well in advance of NUR 739, or you may not be able to complete requirements for the Scholarly Project within the allotted time frame. Follow procedure below.

Procedure for Students:

- 1.** Provide a copy of the **HIPAA** completion form to your faculty advisor. **Meet with Advisor** prior to discussion with any potential mentor. You must have faculty approval before proceeding.
- 2.** Schedule **appointment with potential mentor**. Confirm appointment with a letter and include copies of Scholarly Project Guidelines (attached to this document)
- 3.** Meet the mentor and complete the Planning Form. Review expectations with the mentor. Request a copy of the mentor's resume or curriculum vitae. Obtain all information for these planning forms and obtain the mentor's signature. Inquire as to whether there are any special processes or documentation required by the agency (**such as confidentiality agreements**).
- 4.** **Submit completed Planning Form and Mentor Resume or Vitae** to Faculty Advisor.

Planning Forms are **due each semester** even if you remain with the same mentor.

Instructions: There are three parts (Part A, B, & C) of this planning form. Please fill out each part that applies to your planning process. You must complete the packet every semester for each clinical site unless the contract is with an agency or organization that has legal authority for multiple sites.

Each student is responsible for obtaining and maintaining registered nurse licensure in the state in which scholarly project is completed. Failure to do so will result in loss of credit for those clinical hours, and administrative withdrawal from the course involved.

New Agency _____ Continuing Agency _____

Scholarly Project Planning Form
University of Alabama School of Nursing
University of Alabama at Birmingham

PART A – STUDENT INFORMATION *(Please type or print.)*

Student Name _____

Complete Permanent Address _____
Street or P.O. Box

City _____ State _____ Zip Code _____

Contact Information (with area codes): Home Phone _____

Work Phone _____ Cell Phone _____

E-Mail Address (Blazer) _____

RN License _____
Number _____ State _____ Expiration Date _____

Other contact information _____

STUDENT'S SIGNATURE

DATE

ADVISOR'S SIGNATURE

DATE

Office Use Only
Date Processed at UASON and support staff name _____
Date Processed in Associate Dean for Clinical Partnerships Office _____
Date Entered in R:Drive Listing _____

Complete part C if an agency contract is not in place.

PART C – MENTOR’S AGENCY INFORMATION

Student Name _____

Agency Information

The *Legal Name* of the Agency, clinic, group, or entity who owns the Agency/Practice:

 (Note: Legal name and clinic name may or may not be the same.)

Starting Date of Clinical Experience _____
 (First date possible you will be in this clinical setting.)

Circle Correct Descriptor of Agency:

Rural Clinic Academic Medical Center Clinic Inner City Clinic School
 Specialty Clinic Private Practice Government Agency Hospital
 Public Health Department Clinic Other _____

Office Manager/Administrator

Name _____

Telephone No. (include area code) _____

Mailing address of Office Manager/Administrator: _____
 (if different from agency mailing address)

 City State Zip Code County

Person Legally Authorized to Sign Contracts
(Complete this part only if there is no agency agreement with UASON)

Name _____

Complete Mailing Address _____
 Street or P.O. Box

 City State Zip Code County

Telephone Number with area code _____

Fax Number _____ Email _____
 Area code & number

**University of Alabama School of Nursing
University of Alabama at Birmingham
Graduate Studies
Doctor of Nursing Practice in Nursing Program**

Mentor's Guide to the Scholarly Project

The Scholarly Project is the capstone experience for the DNP program and reflects synthesis of knowledge in the student's specialty area. Mentors serve an important role, in partnership with the student and faculty advisor, to guide the development and implementation of the student's Scholarly Project.

Mentor Expectations

The person agreeing to serve as a mentor for a student pursuing a Doctor of Nursing Practice (DNP) in Nursing Degree agrees to:

- Provide the student with a resume or curriculum vitae.
- Meet with the student to provide guidance for the development of the student's Scholarly Project.
- Facilitate the student's entry into the agency and apprise the student of any special agency requirements.
- Assist the student to gain appropriate agency approvals to implement the Scholarly Project.
- Meet with the student to provide guidance during the implementation phase of the Scholarly Project.
- Approve the student's implementation and completion of the Scholarly Project.
- Notify the faculty advisor of any student problems encountered in agency.

Student Expectations

The student engaged in the Scholarly Project must: Have a current unencumbered license to practice in the state where the Scholarly Project is implemented.

- Have current CPR certification.
- Adhere to HIPAA guidelines in all interactions.
- Practice within the scope of educational experience.
- Adhere to all agency guidelines.
- Present a professional appearance/attitude.
- Complete all IRB and agency requirements.
- Seek appropriate guidance from the faculty advisor and the mentor.
- Notify faculty advisor of any problems encountered in the clinical agency.



Institutional Review Board

Protocol Oversight Review Form

Date Submitted to IRB: _____

Title of Project: _____

Name of Principal Investigator: _____

Signature of Principal Investigator: _____

School: _____

Department: _____

Division: _____

Review Process (as determined by Department Chair):

- Departmental Review
- Divisional Review (Division Director or Designate)
- Center or Departmental Protocol Review Committee Review
- Project Review Panel (PRP)—Appointed by the Department Chairman or Division Director (PRP report attached)

I have reviewed the proposed research and concluded that the following apply:

- The research is scientifically valid and is likely to answer the scientific question;
- The researcher and the study team are qualified and/or credentialed to conduct the procedures proposed;
- The researcher has identified sufficient resources in terms of experienced research personnel, facilities, and availability of medical or psychological services that may be necessary as a consequence of participation in the research to protect the research participants.

Name of Official: _____

Title: _____

(type or print)

Signature: _____

Date: _____