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COLLEGE OF NURSING & PROFESSIONAL DISCIPLINES



**Post-Master's Doctor of Nursing Practice  
Student Handbook  
2019-2020**

**University of North Dakota College of Nursing and Professional Disciplines (CNPD)**

**Updated July 2019**

## **TABLE OF CONTENTS**

WELCOME .....	1
OVERVIEW .....	1
DOCTOR OF NURSING PRACTICE PROGRAM .....	1
OUTCOMES OF DNP GRADUATES	
POST-MASTER'S DNP ADMISSION REQUIREMENTS	
DEGREE REQUIRMENT OVERVIEW	
POST MASTER'S DNP CURRICULUM .....	3
ACADEMIC POLICIES .....	3
ACADEMIC ADVISEMENT	
GRIEVANCE/APPEALS PROCESS	
TECHNOLOGY REQUIREMENTS .....	4
REQUIRED DNP COMPREHENSIVE EXPERIENCES .....	5
DNP PROJECT REQUIREMENTS	
DNP PROJECT PAPER OVERVIEW	
GRADUATION REQUIREMENTS .....	6
DNP CLINICAL HOURS LOG .....	8
APPENDICES .....	12
APPENDIX A: CRITERIA FOR GRADING DNP PROJECT PRESENTATION & DEFENSE	
APPENDIX B: DNP STUDENT CHECKLIST	



# WELCOME

## **Greetings Students!**

We are delighted to welcome you to the Post-Master's Doctor of Nursing Practice (PMDNP) program at the University of North Dakota. The College of Nursing & Professional Disciplines (CNPD) has a rich history and solid reputation for preparing future clinicians and leaders to advance human well-being and improve quality of life for diverse populations. Our mission and commitment to excellence in teaching, research and community service stems from our high-quality faculty who regard nursing with stringent ideals. The PMDNP program, curriculum and teaching-learning practices reflect the best evidence-based educational and professional standards.

Faculty, staff and administrators are highly committed to your success. During your studies at the CNPD, you will engage with challenging courses, exceptional faculty and wonderful mentors. You will also make lifelong friendships. Our faculty and staff are here to support your program of study and will assist you with all the phases of your academic journey.

We have prepared this ***Post-Master's Doctor of Nursing Practice Student Handbook*** as a complement to the *Department of Nursing, Graduate Programs in Nursing Student Handbook (2019-2020)* and the *Department of Nursing Student Handbook 2019-2020* to provide you with a comprehensive overview of information about academic and general student matters that can facilitate your learning experiences and interactions at the College and at UND. Upon review of the handbooks applicable to your program, you will complete the electronic DocuSign form acknowledging you have reviewed and understand the information presented. The Office of Student services will send the electronic document acknowledging handbooks via email, along with the following items:

- Consent to Release Information/Release from Liability
- Photograph/Video Record Image Release
- Student Conduct Release Form
- Student Document Consent Form

Other resources that will help you are [University of North Dakota Undergraduate and Graduate Academic Catalog](#) and the [UND Code of Student Life](#). These publications are available online.

Although the nursing program requires your serious attention to study, we are confident you will find your efforts very meaningful and contributory to your educational pursuits. As a graduate of the PMDNP program, you will make a significant contribution to your own future and that of the clients and families you serve here in North Dakota, rural communities and beyond. Our goal is to assist you with the transition to the DNP-prepared nurse and to become a member of a community of clinical scholars. We extend our very best wishes for a rewarding doctoral education.

***Diana Kostrzewski, PhD, RN***  
***Interim Dean and Clinical Associate Professor***  
***College of Nursing & Professional Disciplines***

***Kris Hendrickx, DNP, ACNS-BC, FLAGF***  
***Interim Chair, Graduate Nursing Programs***  
***Director, Post Master's Doctor of Nursing Practice Program***  
***Clinical Associate Professor***  
***College of Nursing and Professional Disciplines***

# OVERVIEW

## **COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES MISSION STATEMENT**

The mission of the College of Nursing and Professional Disciplines (CNPD) is to prepare future leaders, to advance human well-being and improve quality of life for diverse populations, with an emphasis on rural communities in North Dakota, the region and beyond, through the provision of high-quality innovative inter-professional education, research and service.

## **COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES VISION STATEMENT**

The CNPD will lead the state and nation and influence the world through the impact of our research, educational programs and practice innovations on health and human services.

# DOCTOR OF NURSING PRACTICE PROGRAM

The CNPD Post-Master's Doctor of Nursing Practice (PMDNP) program admitted its first class in August 2013. This Post-Master's DNP program prepares nurse practitioners, clinical nurse specialists, nurse-midwives and nurse anesthetists for the highest level of nursing practice. DNP prepared APRNs hold expertise in quality improvement and systems leadership and influence health policy and health care outcomes for individuals, families and underserved or vulnerable populations.

## OUTCOMES OF DNP GRADUATES

*Based on the American Association of Colleges of Nursing (AACN) DNP Essentials, DNP graduates will demonstrate the ability to:*

### DNP Essential I: Scientific Underpinnings for Practice

**UND DNP Program Outcome #1:** Integrate nursing science with knowledge of ethics, biophysical, psychosocial, analytical and organizational sciences as a basis of practice and inquiry.

### DNP Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking

**UND DNP Program Outcome #2:** Lead systems level quality improvement and safety initiatives to enhance patient outcomes.

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

**UND DNP Program Outcome #3:** Evaluate evidence-based processes that address practice patterns and healthcare organizations in order to promote safe, equitable and patient-centered care.

**UND DNP Program Outcome #4:** Apply relevant evidence-based findings to develop practice guidelines that improve population health, the practice environment and promote safe, equitable and patient-centered care.

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

**UND DNP Program Outcome #5:** Integrate technology and information systems with advanced nursing practice to improve patient care and outcomes.

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

#### **UND DNP Program Outcome #6:**

Demonstrate expertise in the analysis, formulation and implementation process of healthcare policy.

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

**UND DNP Program Outcome #7:** Collaborate effectively as a member and leader of inter-professional teams.

### **DNP Essential VII: Clinical Prevention and Population Health for Improving the Nation's Health**

**UND DNP Program Outcome #8:** Employ clinical prevention and health promotion strategies to improve population health with an emphasis on rural, diverse and vulnerable populations.

### **DNP Essential VIII: Advanced Nursing Practice**

**UND DNP Program Outcome #9:** Demonstrate advanced levels of nursing practice, clinical judgment and accountability to deliver optimal patient care with an emphasis on rural communities.

Please see the [\*AACN Essentials of Doctoral Education for Advanced Nursing Practice\*](#)

## **POST-MASTER'S DNP ADMISSION REQUIREMENTS**

Completion of a master's degree or higher from an accredited program of nursing.

Current U.S. licensure unencumbered and in good standing as a Registered Nurse (upload Nursys verification report in application).

A minimum Grade Point Average of 3.0 from a previous graduate program (official transcripts must be submitted).

Three letters of recommendation.

Current resume or curriculum vitae.

Active national certification in an advance practice registered nurse (APRN) specialty.

Satisfy the School of Graduate Studies' English Language Proficiency requirements as published in the graduate catalog.

Statement of goals.

Interview may be required (via web, phone or in person).

Successful passage of a criminal background check and drug screen will be required upon offer of admission.

Satisfaction of current health and immunization policy of the Department of Nursing will be required upon offer of admission.

## **DEGREE REQUIREMENT OVERVIEW**

Students admitted to the PMDNP program, are required to complete a minimum of 36 credits. Graduate credits earned at other institutions may be offered in partial fulfillment of the University of North Dakota's required credits for conferment of a doctoral degree from this institution.

Students seeking the Doctor of Nursing Practice Degree at the University of North Dakota must satisfy all general requirements set forth by the School of Graduate Studies as well as requirements set forth by the Nursing Department. The PMDNP nursing courses are offered online.

1. Completion of all course work with GPA of at least 3.0
2. Satisfactory completion of all designated clinical hours.
3. Satisfactory completion of the DNP project.
4. Satisfactory completion of the DNP project paper.
5. Satisfactory completion of an on-campus oral presentation and defense of the DNP project.
6. Compose a scholarly product (i.e. abstract/manuscript/poster) for presentation and publication.

## **POST MASTER'S DNP CURRICULUM**

### ***(Effective Fall 2019)***

#### **Semester 1 (9 credit hours)**

PSYC541-Advanced Univariate Statistics (3cr)  
N600-Integrated DNP Core Concepts I (3cr)  
N603-Evidence-Based Research I (3cr)

#### **Semester II (6 credit hours)**

N601-Integrated DNP Core Concepts II (3cr)  
N603-Evidence-Based Research II (3cr)

#### **Semester III (8 credit hours)**

N604-Health Informatics (3cr)  
N605-Health Policy (2cr)  
N606-DNP Systems Focused Practice I (2cr)  
N609-DNP Project Teams I (1cr)

#### **Semester IV (8 credit hours)**

N607-DNP Systems Focused Practice II (3cr)  
N608-Healthcare Economics, Finance and Leadership (3cr)  
N609-DNP Project Teams II (2cr)

#### **Semester V (5 credit hours)**

N609-DNP Project Teams III (3cr)  
N610-DNP Capstone (2cr)

**Total Credits: 36**

## **ACADEMIC POLICIES**

### **ACADEMIC ADVISEMENT**

Students are appointed an advisor by the Chair of the Graduate Nursing program when admitted to the program. The academic advisor is typically the DNP Program Director. DNP students will also be assigned a DNP Project advisor to assist with defining the DNP Project topic, navigating IRB approval,

submitting the Program of Study and Topic Proposal, completing the final DNP Project and paper and assisting with initial presentation and publication preparation.

*\*See [Department of Nursing, Graduate Programs in Nursing Student Handbook 2019-2020](#)*

Doctoral forms for the Program of Study and Topic Proposal can be accessed at [Forms for Graduate Students](#).

Questions regarding the Institutional Review Board (IRB), human participants in research and IRB forms may be downloaded from the [Institutional Review Board](#) web page.

All research which involves the use of humans as subjects, or which use human material, must be reviewed and approved by the Institutional Review Board (IRB) prior to the initiation of any research using human participants including recruitment and screening activities. Both Thesis/Dissertation, Independent Study and Capstone projects may require IRB approval. Various factors influence the length of time necessary to approve IRB applications, including the quality of the application, current volume of applications submitted and under review and type of review.

## **GRIEVANCE/APPEALS PROCESS**

*\*See [Department of Nursing, Graduate Programs in Nursing Student Handbook 2019-2020](#)*

# **TECHNOLOGY REQUIREMENTS**

**The following basic requirements are recommended for UND courses.**

- Active E-mail Account
  - Admitted UND students are required to use their official [UND Student Email](#).
- Operating System
  - Windows 7, 8 or 10
  - Macintosh 10.6 or higher

*Note: Not all software/systems may be compatible with each operating system.*

### **Internet Connection**

- Wireless and satellite connections should not be used when taking exams or quizzes on Blackboard.
- Wireless and satellite connections do not work with live class sessions. If your class meets synchronously (live) using Adobe Connect or [Blackboard Collaborate Ultra](#), please make arrangements to connect directly to the modem/router before participating in the live class. Wireless connections will not be supported, and any exceptions must be approved by the instructor of the course.
- A minimum of DSL/Cable (512kbps) is recommended. [Check your Internet connection](#).
- [UND Network Information](#).

### **Additional Software**

Some courses/programs may require the following free software:



Office 365 ProPlus is available free to current UND [students](#) and [faculty/staff](#). This includes Microsoft Word, PowerPoint, Excel, etc. We currently recommend the 32-bit version of Microsoft Office; 64-bit may be incompatible with some applications.

- The majority of courses utilize Blackboard Learn to share information with students. A complete list of supported browsers, operating systems and mobile devices can be found on the [Blackboard support page](#).
- [Adobe Acrobat Reader](#) version 9 or newer
- [Apple iTunes](#)
- [Apple QuickTime](#)
- [PDF Printer: doPDF](#) Convert files into PDF (Adobe Portable Document Format)
- [Real Video Player](#) or [VLC](#)
- Additional software is accessible to use free of charge through [Citrix](#).

### **Program Specific Requirements**

Courses with **online live class sessions** may have additional equipment requirements:

- USB/Firewire Web Camera
- USB Headset with microphone. Volume control is recommended. Webcam mics are not recommended.

Check with your instructor to see if a webcam is required for the course.

### **Distance Engineering Degree Program (DEDP)**

- Printer/Scanner: A printer and scanner will be used for printing/scanning homework assignments.
- Touchscreen laptop: A touchscreen laptop or digital writing tablet with stylus (Wacom or Huion) may be needed to take exams with ProctorU. Check with your course instructor to find out if this is required for your course.

## **REQUIRED DNP COMPREHENSIVE EXPERIENCES**

### **DNP PROJECT REQUIREMENTS**

The DNP Project is the final scholarly project completed by the DNP student. It demonstrates a high-level mastery of advanced practice nursing and focuses on the translation of evidence and research into practice. The DNP Project demonstrates a measurable improvement or impact on healthcare care delivery and/or patient outcomes (AACN, 2012). It has the potential to advance nursing practice at local, state and national levels by addressing key issues and barriers surrounding healthcare and promoting inter-professional collaboration. The DNP Project must be completed prior to graduation and will be disseminated initially through an oral presentation before graduating from the program. The DNP student will also complete a DNP Project paper per the following guidelines and be expected to disseminate their work through future journal submission and/or future presentations at state and national levels.

## **DNP PROJECT PAPER OVERVIEW**

The DNP Project Paper should be formatted using the guidelines from the *Publication Manual of the American Psychological Association (6<sup>th</sup> ed.-second printing) (2009)* and be no more than 30 pages in length - exclusive of tables, appendices and references.

- **Abstract**
- **Background and Significance**  
Outline of the problem to be addressed, relevance of the problem and proposed solution.
- **Literature Review**  
Specific discussion and thoughtful critique of recent evidence that helps to support the rationale for the problem as well as the proposed solution or inquiry.
- **Project Purpose**  
Specially state the purpose of the project and list the project goals. The project goals should be specific and measurable and form the basis for the evaluation plan.
- **Design and Methods**  
Project overview including timeline, data collection and analysis plan and anticipated findings/outcomes.
- **Data Analysis and Interpretation**  
Detailed description of data analysis including interpretation of results.
- **Strengths and Limitations**  
Address strengths and limitations of the Capstone.
- **Implications and Future Directions**  
How will project remain sustainable? How can it be applied and or replicated in other settings? Address implications and future directions for practice, advanced practice nursing, policy and research.
- **Conclusion**

## **GRADUATION REQUIREMENTS**

### **DNP Students are required to:**

- Complete all coursework with a GPA of at least 3.0.
- Satisfactorily complete all designated clinical hours.
- Satisfactorily complete the DNP Project paper under the guidance of their faculty advisor and DNP Project advisor.
- Satisfactorily complete and submit the DNP Project paper according to the overview listed above.
  - Note: Students will build the paper throughout the curriculum.
  - An expert in the student's DNP Project topic may be requested by the faculty or student to review the content.

- The student will be responsible for facilitating contact with the chosen expert.
- Satisfactorily complete an oral presentation and defense to the UND community prior to graduation. This presentation features a Power Point presentation outlining the DNP Project.
  - This presentation represents the DNP student's oral defense of their work. The presentation will be attended by members of the DNP Project Team and content expert if applicable.
  - The DNP Project advisor and any faculty advisors on the PMDNP student's project team will grade the defense according to the ***Criteria for Grading DNP Project Presentation and Defense*** [\\*SEE APPENDIX A](#). The DNP student will meet with the DNP Project Team immediately following the presentation. The DNP Project Team must agree that the defense was satisfactory and recommend the student for graduation.
  - In the event that the student does not meet the standards for a satisfactory presentation and defense, the DNP faculty will work with the student to develop a remediation process. The student will then be required to complete paper revisions and/or repeat the oral presentation and defense.
  - The defense is open to the student's community partner and the public.
- Compose a scholarly product (i.e. abstract/manuscript/poster) for presentation and/or publication
- **A DNP Student Checklist is available in [APPENDIX B](#).**

## DNP CLINICAL HOURS LOG

University of North Dakota  
College of Nursing and Health Professions  
Doctor of Nursing (DNP)

### Clinical Log

DNP students are required to maintain a log of their clinical hours accumulated throughout their program of study as indicated in the selected courses. A minimum of 520 total hours are to be completed by the end of the DNP program.

**Student Name:**

Courses	Minimum Hours	Term(s)/Year	Summary of Activities
<p><b><u>NURS606: Systems Focused Practice I</u></b></p> <p>This course is designed to provide the DNP student with opportunities to apply the concepts in the AACN DNP Essentials in the practice environment.</p> <p><b>Course Overview:</b></p> <p>In this course the student will have opportunities to learn individualized advanced practice, leadership skills and competencies under the guidance of qualified mentors. Students will function as members of health care focused interdisciplinary teams addressing the needs of vulnerable clients.</p>	80		

<p><b>Course Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate skills in specific individualized practice and leadership focus areas within practice-based settings.</li> <li>2. Discuss Change Theories as they apply to the practice setting.</li> <li>3. Demonstrate effective communication strategies with interdisciplinary teams.</li> <li>4. Compare and contrast various healthcare and non-healthcare institutions through organizational assessments.</li> </ol>			
<p><b><u>NURS607: Systems Focused Practice II</u></b></p> <p>This course continues to provide the DNP student with opportunities to apply the concepts in the AACN DNP Essentials in the practice environment.</p> <p><b>Course Overview:</b></p> <p>In this course the student will continue to improve individualized, advanced practice, leadership skills and competencies under the guidance of qualified mentors. Students will function as leading members of health care focused interdisciplinary teams as well as guide other healthcare professionals in the practice setting.</p> <p><b>Course Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Enhance leadership skills in specific individualized practice and leadership focus areas within practice-based settings.</li> <li>2. Explore the value of mentorship for the DNP prepared APRN.</li> </ol>	<p><b>120</b></p>		

<p>3. Compare outcomes of successful and unsuccessful DNP projects.</p> <p>4. Investigate opportunities for sustainability of DNP projects.</p>			
<p><b><u>NURS609: DNP Project Teams I, II, III</u></b></p> <p>The student will design, implement and evaluate the DNP project as well as present findings in the applicable practice setting under the guidance of DNP faculty.</p> <p><b>Course Overview:</b></p> <p>In this course students will function as members of health care focused interdisciplinary teams to design, implement and evaluate the DNP Project. In addition, students will analyze, report, and present the results of the DNP project to stakeholders with DNP faculty guidance.</p> <p><b>Course Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Identify a practice focus area for the DNP project.</li> <li>2. Design an innovative practice focused project that will inform practice through evidence-based research.</li> <li>3. Collaborate with an interdisciplinary team to implement a DNP project.</li> <li>4. Evaluate DNP project data.</li> <li>5. Presentation of DNP project results.</li> </ol>	<p><b>240</b></p>		
<p><b><u>NURS610: DNP Capstone</u></b></p> <p>The capstone course provides the DNP students an opportunity to develop skills in reporting and dissemination of practice-</p>	<p><b>80</b></p>		

<p>focused research findings. Writing for publication of practice-focused research is emphasized.</p> <p><b>Course Overview:</b></p> <p>Content on this course will focus on the dissemination of practice-focused evidence-based research findings. Students complete the final report from the capstone project with faculty guidance. Content will include submission of abstracts, presentation of posters and papers and writing for publication. Findings will be disseminated locally, regionally, and/or nationally.</p> <p><b>Course Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Design strategies to inform practice with evidence from the DNP project to assure quality care.</li> <li>2. Describe the implications of the design, findings and methodological processes used in the DNP project.</li> <li>3. Prepare a product for publication.</li> </ol>			
<p><b>Minimum Total Hours</b></p>	<p><b>520</b></p>		

# APPENDICES

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**APPENDIX A: CRITERIA FOR GRADING DNP PROJECT PRESENTATION & DEFENSE**

**UNIVERSITY OF NORTH DAKOTA  
COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES  
Criteria for Grading DNP Project Presentation and Defense**

**STUDENT** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DNP PROJECT ADVISOR:** \_\_\_\_\_

**DNP PROJECT TEAM MEMBER** \_\_\_\_\_

**DNP PROJECT PAPER APPROVED                      YES      NO**

Instructions: Each DNP Project Team member will use a separate grading sheet. The criteria below are applicable to the evaluation of the DNP Project Presentation and Defense. The examination grade of Pass or Fail is determined by tallying the satisfactory and unsatisfactory ratings for each DNP Project Team member. For the presentation to be accepted as Satisfactory, all members must indicate that the student has received satisfactory marks in ten out of ten criteria.

CRITERIA	SATISFACTORY	UNSATISFACTORY
Demonstrated depth of knowledge.		
Demonstrated breadth of knowledge.		
Based Capstone on pertinent clinical knowledge and applicability to practice.		
Synthesized relevant knowledge to support the topic.		
Demonstrated critical thinking in development of project design.		
Demonstrated critical appraisal of project results.		
Derived meaningful, defensible conclusions, including strengths, limitations of project.		
Summarized implications, future directions and sustainability of project.		
Presentation followed required guidelines		
Overall presentation was thoughtful, professional and organized.		
<b>Totals</b>		

**Comments:**

In addition to your general comments, you are required to provide the reasons for unsatisfactory marks and identify the student’s missed opportunity to successfully demonstrate the criteria.

## **APPENDIX B: DNP STUDENT CHECKLIST**

### **UNIVERSITY OF NORTH DAKOTA CNPD DNP Student Checklist**

Upon admission to the DNP program, completing the following tasks is required for all doctoral students during tenure with the CNPD. The checklist provides a general sequence of events. Students will work with their advisors to complete the list.

- \_\_\_\_\_ Advisor assigned on admission by the Graduate Department Chair.
- \_\_\_\_\_ Submit and complete all required CNPD verifications and requirements. Note: some verifications and requirements are yearly, and others are a one-time requirement.
- \_\_\_\_\_ File Program of Study (POS) with the CNPD. This will be forwarded to the UND School of Graduate Studies. The POS should be completed during the first semester of coursework.
- \_\_\_\_\_ DNP Project Advisor assigned at the beginning of DNP Project Teams.
- \_\_\_\_\_ Submit IRB forms for DNP Project.
- \_\_\_\_\_ File Topic Proposal for the DNP Project with the CNPD, once IRB approval is received, which will be forwarded to the UND School of Graduate Studies – must be filed at least one semester prior to when you wish to graduate.
- \_\_\_\_\_ Advance to Candidacy – this will occur once your POS and Topic Proposal have been accepted by the UND School of Graduate Studies.
- \_\_\_\_\_ Apply for Graduation – Upon Advancing to Candidacy, the UND Graduate School will send you an application to apply for graduation. This needs to be completed and approved by your advisor and filed with the CNPD and the UND School of Graduate Studies.
- \_\_\_\_\_ Present and defend DNP Project on campus during last semester in the DNP program.
- \_\_\_\_\_ Submit an electronic copy of your DNP Project to your DNP Advisor and DNP Project Advisor and the CNPD's Office of Student Services.
- \_\_\_\_\_ Advisor completes and submits "Final Report on Candidate" to the CNPD and the UND School of Graduate Studies.

\*\* For a complete list of date and deadlines each semester, go to the UND Graduate School's Website at: [Term Deadlines](#)