UNIVERSITY OF LOUISIANA Lafayette

College of Nursing
and
Allied Health Professions

Doctor of Nursing Practice

STUDENT HANDBOOK

2018 – 2019

Dear Doctoral Student,

On behalf of the faculty and staff at the University of Louisiana at Lafayette, it is my pleasure to welcome you to the Doctor of Nursing Practice (DNP) Program. DNP curricula at UL Lafayette have been thoughtfully designed to build on bachelor of science (BSN to DNP option) and master of science in nursing (post-MSN option) programs by providing additional education and competencies in areas such as evidence-based practice, quality improvement and systems leadership, and evaluating interprofessional team outcomes, among other important content, to enable advanced practice nurses and nurse executives to function at the highest levels of scientific knowledge and practice expertise. Practicing at the highest levels engenders the most significant positive impacts on patient/community/population health outcomes.

I encourage you to be an active partner with the faculty in your doctoral education. Faculty are eager to engage you by challenging your ways of thinking and by collaborating with you to develop stimulating practice projects which are important in the redesign of a safer, high-quality, high-value health care system which benefits all members of society.

We are committed to working with you to achieve your professional and academic goals. Best wishes to you as you progress through the program.

Warm regards,

Dr. Melinda G. Oberleitner
Dean
College of Nursing and Allied Health Professions
Professor
Department of Nursing
SLEMCO/BORSF Endowed Professor in Nursing

This student handbook is designed for graduate students enrolled in the University of Louisiana at Lafayette Doctor of Nursing Practice (DNP) Program. The DNP Program features a plan of study structured around the American Association of Colleges of Nursing (AACN) Essentials of Doctoral Education for Advanced Nursing Practice (2006) and focuses upon the development of skills and knowledge needed for increasingly complex roles in practice and leadership. Each student is expected to carefully read the policies and submit the signed DNP Program Understanding and Honor Statement found at the front of the handbook, prior to beginning classes.

This handbook provides information regarding the program's organizational structure, academic framework, and policies and guidelines. Review this handbook carefully and, when necessary, seek clarification with your academic advisor.

The provisions of this Handbook do not constitute a contract or an offer to contract between the University of Louisiana at Lafayette and the student. The university reserves the right to make changes in the arrangements described herein without notice. All courses, programs, activities, costs and procedures described in this handbook are subject to change, cancellation or termination by the institutions or the Board of Supervisors for University of Louisiana System, or the Board of Regents at any time. Additional sources of information related to student policies are published in the UL Lafayette Graduate Catalog and Student Handbook. Students are expected to be knowledgeable about these policies.

BSN to DNP students should also access the ICMSN student handbook for complete information about policies and procedures related to the MSN component of the program.

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act.
https://humanresources.louisiana.edu/employment-opportunities/policy-nondiscrimination

DNP PROGRAM POLICY UNDERSTANDING AND HONOR STATEMENT

I, _____ have read and understand the policies and procedures contained in this student handbook. I fully understand that I am responsible for adhering to these policies as stated. I understand that I should contact the DNP coordinator for clarification of policies should I have questions.

I pledge to hold myself and my peers to the highest standards of honesty and integrity.

On all work submitted for credit by students enrolled in courses offered, the following pledge will be implied by virtue of being enrolled:

On my honor, I have neither given nor received unauthorized aid in completing the assignments or examinations for course credit. Academic honesty and integrity are fundamental values that the program upholds. An incident of cheating, falsification, fabrication, multiple submissions, plagiarism, or complicity will be handled according to the institution's policy. Additionally, any individual who is aware of violations of the Honor Code is bound to take corrective action.

Date: _____

Print name: _____

Student Signature: _____

If your do not complete and turn in this form during the on-site DNP intensive orientation, sign, scan, and email this document to Ms. Charlotte Fondal at cff0611@louisiana.edu

Table of Contents

General Information and Policies

Progression Policies and Procedures

General Student Policies

Academic Dishonesty

Additional Program Policies

DNP Synthesis Project and Residency Courses

Curriculum

APPENDICES

MISSION

The mission for the DNP program is to prepare expert practitioners to meet the needs of the complex healthcare environment, utilizing the highest level of scientific knowledge and practice expertise to assure quality patient outcomes.

PURPOSE/OBJECTIVES

The purposes of the DNP are to prepare graduates at the highest level of nursing practice to provide complex hospital and community-based care for patients and families; to redesign and evaluate nursing and health care systems and to address the dire shortage of clinical nursing faculty to mentor and educate future nurses.

The major objectives of the DNP program are to provide a more educated workforce to meet the needs of the recipients of health care and health care employees; to bolster the number of doctorally-prepared faculty credentialed to teach in nursing education programs; and, to expand educational options for masters prepared nurses.

PROGRAM OUTCOMES

Graduates of the DNP Program will be able to:
- synthesize advanced theoretical concepts from nursing and other disciplines to support clinical and leadership practices,
- incorporate scholarship, research, and analytic methods to lead evidence-based practice change and continuous quality improvement,
- generate clinical prevention and population health improvement strategies,
- translate complex scientific findings into clinical and leadership practice,
- integrate processes which support technology-enhanced and data-based health care,
- foster intra-and interdisciplinary collaborations which advance the level and quality of care across populations and systems,
- utilize knowledge of health policy to facilitate advocacy initiatives, social justice, and ethical care,
- assume high-level leadership roles in organizations and systems which positively impact the health of individuals and populations.

Information about student services is listed and available through the following links

University of Louisiana at Lafayette Student Affairs: http://louisiana.edu/Student/
University of Louisiana at Lafayette Graduate School: http://gradschool.ucs.louisiana.edu/

CONTACT INFORMATION

OFFICE	WEBSITE	LOCATION	CONTACT INFO
Graduate School	http://gradschool.ucs.louisiana.edu/	Room 332, Martin Hall PO BOX 44610 Lafayette, LA 70504-4610	Phone: 337-482-6965 Fax: 337-482-1333 Email: gradschool@louisiana.edu
Graduate Nursing Program	http://www.nursing.louisiana.edu/masters-program/msn.html	Room 307, Wharton Hall P.O. Box 43810 Lafayette, LA 70504-3810	Phone: 337-482-5601 Fax: 337-492-5650 Email: graduate_nursing@louisiana.edu
Financial Aid Office	http://admissions.louisiana.edu/financial-aid/	Foster Hall Lobby P.O. Box 41206 Lafayette, LA 70504	Phone: 337-482-6506 Email: finaid@louisiana.edu
Bursar's Office Information on student tuition and fees located here	http://bursar.louisiana.edu/	Coronna Hall First Floor P.O. Box 44444 Lafayette, LA 70504-	Phone: 337-482-6385 Fax: 337-482-5173 Email: bursar@louisiana.edu

Student Representation

The views and opinions of graduate students are considered to be a valued and essential component in the determination of decisions regarding both administrative and curriculum issues. Student representatives serve on each DNP committee. Any student interested in serving on one of these committees should contact the DNP Coordinator.

Committee	Student Representation
DNP Curriculum	One student
DNP Program Evaluation	One student

You are encouraged to participate in the UL Lafayette Graduate Student Organization (GSO). The GSO (http://anisette.ucs.louisiana.edu/Student/Organizations/GSO/) is a political organization empowered by its constitution to assist graduate students achieve academic excellence.

ACADEMIC CALENDARS AND CATALOG

Students will follow the posted, current university catalog https://catalog.louisiana.edu/ and academic calendar http://admissions.louisiana.edu/registrar/Semester%20Calendars.shtml. Policies https://catalog.louisiana.edu/content.php?catoid=12&navoid=3345 and curriculum information https://catalog.louisiana.edu/preview_program.php?catoid=12&poid=5440&returnto=3156 specific to the Graduate School are noted. Course descriptions may be obtained in the 2018-2019 Undergraduate and Graduate Academic Catalog https://catalog.louisiana.edu/content.php?catoid=12&navoid=3348. Important dates such drop dates and graduation application are published in the catalog and are available online.

PROGRESSION POLICIES AND PROCEDURES

Plan of Study

You must be advised by the Graduate or DNP Coordinator to establish a plan of study as soon as graduate school admission is granted. The Graduate Coordinator must approve any changes to the plan of study. ***Departure from the original plan of study may result in delayed matriculation.*** The College of Nursing and Allied Health Professions reserves the right to make changes and adjustments in its curriculum as are educationally sound, and are in keeping with the dynamic nature of the discipline.

DNP Intensive

Prior to the start of the first semester, you are required to attend an on-campus session of intensive preparation. Dates and times will be provided during the initial advising meeting with the DNP Coordinator.

General Requirements
- A grade of "B" or better must be earned in each course in order to progress through the program of study.
- No more than one course in which a grade of "C" has been earned may be repeated.
- A second grade of "C" would make you ineligible to continue in the University of Louisiana at Lafayette DNP program.
- All students must complete at least 39 credit hours of coursework in the DNP program.
- All degree requirements must be completed within five years following admission to the program.

Residency Hour Requirements
Each doctoral student must complete a minimum of 1,000 post-baccalaureate supervised academic program hours during residency courses. Clinical hours attained at the master's level will be calculated into the 1,000 hours total (Post- MSN Option). You must comply with health/drug testing, CPR and other requirements prior to and while you are enrolled in residency courses. Refer to the Clinical Health Requirement section of the handbook for further details.

DNP Synthesis Project and Project Committee
You are required to complete a DNP Synthesis Project, which is a quality improvement project that is clinically and/or organizationally relevant and is of reasonable scope for the length of the program. During this rigorous project you will identify issues in the practice setting and will implement and evaluate research-based evidence to improve patient care or practice outcomes for a specific population or healthcare system. The DNP Coordinator and the Graduate Coordinator must approve the topic of your DNP Synthesis Project.

The DNP Synthesis Project committee must be comprised of a chairperson who is a member of the DNP program faculty, at least two additional program faculty members, and an approved mentor from the agency in which you expect to implement the project. Each committee must include at least two members of the UL Graduate Faculty and, in all cases, must be chaired by a faculty member who possesses Level 2 Graduate Faculty status. The UL Lafayette Graduate Faculty members shall always constitute a simple majority of the committee membership regardless of the number of total committee members. All members of a synthesis project committee at UL Lafayette shall be voting members of said committee with the privilege of signing the approval page of the synthesis project.

DNP Synthesis Project Dissemination Requirements
You are required to participate in an on-campus, end-of-program activity related to professional dissemination and presentation of you DNP Synthesis Project.

Final Submission
Following faculty and Graduate School approval of the completed DNP Synthesis Project, you must file with the Nursing Graduate Office four approved copies of the final project in finished form (printed and bound per Graduate School specification), each with an approval sheet with original signatures in black ink.

Grades and GPA
You must have a final graduation cumulative grade point average of 3.0 in order to receive the DNP degree.

Grades of C or below may not be applied as degree credit. A course, in which you have obtained a grade of C, can and must be repeated as long as you maintain an overall GPA of 3.0. Grades of D or F in any course will result in dismissal from the graduate program.

For residency courses, unsatisfactory final evaluations by you mentor or faculty member will result in an "F" in the course.

The DNP grading scale is as follows:

Grading Scale:

A =	92.50 – 100
B =	84.50 – 92.49
C =	76.50 – 84.49
D =	68.50 – 76.49
F =	0 – 68.49

Enrollment Limitation

UL Lafayette reserves the right to limit the number of students enrolled in a course in order to make the most effective use of educational resources available. In the event that enrollment in any course is limited, students will be admitted by their academic ranking based upon the cumulative GPA in graduate nursing courses.

Transfer credit

A maximum of nine credit hours (NURS 800, 805, 808) may be earned in the DNP programs at Louisiana State University Health Sciences Center (LSUHSC) in New Orleans or at Southern University-Baton Rouge and transferred to the University of Louisiana at Lafayette DNP program.

A maximum of 26 credit hours (NURS 800, 801, 802, 804, 805, 806, 807, 808) may be earned in the DNP program at Southeastern Louisiana University and transferred to the University of Louisiana at Lafayette DNP program.

Credit hours for Nursing 803, 809, 821, 822, and 823 will not be awarded as transfer credits from any university.

For students who wish to transfer credit hours from universities other than those listed above, 51% of the credit hours earned toward a doctoral degree must be completed at the University of Louisiana at Lafayette.

Licensure

You must maintain an active and unencumbered RN license at all times while enrolled in the DNP program. Changes in licensure status must be reported immediately to the Graduate Coordinator. Failure to report encumbrances and disciplinary proceedings against your RN and/or APRN licenses, as applicable, will result in immediate dismissal from the university.

The Louisiana State Board of Nursing has adopted revised statutes, effective January 1996, that apply to Licensor and grounds for disciplinary action.

LOUISIANA REVISED STATUTE (LRS) 37:921, <u>grounds for disciplinary</u> <u>proceedings</u> reads as follows:

" **The board may deny, revoke, suspend, probate, limit, or restrict any license to practice as a registered nurse or an advanced practice registered nurse, impose fines, and assess costs, or otherwise discipline a licensee upon proof that the individual:**

(1) **Is guilty of selling or attempting to sell, falsely obtaining, or furnishing any nursing diploma or license to practice as a registered nurse.**

(2) **Is convicted of a crime or offense which reflects the inability of the nurse to practice nursing with due regard for the health and safety of clients or patients or enters a plea of guilty or nolo contendere to a criminal charge regardless of final disposition of the criminal proceeding, including, but not limited to, expungement or non-adjudication.**

(3) **Is unfit or incompetent by reason of negligence, habit, or other cause.**

(4) **Has demonstrated actual or potential inability to practice nursing with reasonable skill and safety to individuals because of use of alcohol or drugs; or has demonstrated inability to practice nursing with reasonable skill and safety to individuals because of illness or as a result of any mental or physical condition.**

(5) **Is guilty of aiding or abetting anyone in the violation of any provisions of this Part.**

(6) **Is mentally incompetent.**

(7) **Has had a license to practice nursing or to practice as another health care provider denied, revoked, suspended, or otherwise restricted.**

(8) **Is guilty of moral turpitude.**

(9) **Violated any provisions of this Part.**

GENERAL STUDENT POLICIES

<u>Nametags</u>

Nametags shall be worn any time you are engaged in DNP residency activities in the clinical setting. You are required to purchase a picture ID from the Cajun Card office. The card will have the UL Logo, your first and last name, photo and "UL Lafayette Graduate Nursing Student". The cost is $5.00.

Name, credentials (First. Last, credentials)
UL Lafayette Graduate Nursing Student

<u>Clinical Health Requirements</u>

All clinical health requirements, including modules on OSHA and HIPPA, must be completed through Castlebranch prior to enrollment in NURS 821 for those students enrolled in the Post MSN option and NURS 507 for those students enrolled in the BSN to DNP option of the DNP

Program. Detailed information regarding requirements can be found on the DNP Student Resource Site.

You must maintain BCLS certification and if you are entering residency courses, you must meet all of the health and immunization requirements.

Evidence of completion of all clinical health requirements must be uploaded through the Castlebranch system by August 1 for fall semesters and January 5 for spring semesters as applicable per program of study.

If you fail to complete all of the clinical requirements you will not be allowed to remain enrolled in any residency course or clinic course (clinical courses apply to BSN to DNP students only). Failure to renew health requirements that **expire during the semester** will prevent you from participating in residency and/or clinical activities as appropriate to your program of study.

Accidental Exposure

During the course of the academic program, if you are exposed to blood or other potentially infections materials in such a manner as may transmit infection; this must be reported immediately to the faculty member and both the Graduate and DNP Coordinators. The faculty will then notify the supervisor of the health care facility where the incident occurred. Agency policies will then be followed including the completion of any incident report, testing and follow-up. If you or a faculty member are exposed to blood or other potentially infectious materials in the provision of care in a clinical facility agency/location, it is the responsibility of the student/faculty to obtain follow-up exposure care. The cost of any emergency medical care or treatment shall be the responsibility of the individual receiving the care or treatment.

In the event that you are in contact with a client (direct or indirect care) who later tests positive for communicable disease, it will be YOUR responsibility to undergo testing and follow-up as may be recommended by clinical agency.

Students who have Tested Positive for a Communicable Disease

It shall be the legal and ethical obligation of any student who has tested positive or contracted any communicable disease to report this fact immediately to the Graduate Coordinator. The student/faculty with a communicable disease will be relieved of clinical responsibilities that involve direct patient contact as long as he/she has the disease as warranted by specific conditions. The student/faculty is also obligated to the welfare of fellow student/faculty to institute behaviors to prevent spread of any communicable diseases.

The department assumes no liability for faculty/students with compromised immune systems acquiring other communicable diseases while assigned to specific units and/or patients in clinical learning experience.

Requirements for Web-Based Courses

In order for you to participate successfully in an online learning environment, you will need reliable Internet service and a properly configured computer. You need to ensure that your computer (hardware and software) has the capacity to access and run the online resources used by UL Lafayette. Below are a few suggested software applications for use by UL Lafayette online students from the UL Lafayette Office of Distance Learning (https://distancelearning.louisiana.edu/support-services/inspect-your-tech):

- At a minimum, **Microsoft Word** to complete written assignments.
    - o From the Microsoft website: Microsoft added new file formats to Microsoft Word, Excel, and PowerPoint 2007 to reduce file size, improve security and reliability, and enhance integration with external sources. To help ensure that you can exchange documents between Microsoft Office releases, Microsoft developed a Compatibility Pack for the Word, Office Excel, and Office PowerPoint file formats. This Microsoft Compatibility Pack works with files created by Office 2013 Office system.
- A free copy of **Adobe Reader** to open PDF files.
    - o What are PDF (portable document format) files? The portable document format (PDF) was developed by Adobe Systems as a form of file that allows for the creation of electronic documents using any type of word processor or print media software. As a bonus, the document can be shared with others, who are able to open and read the document, regardless of the word processing software they use. Here is some information about how PDF files are created, and why they are such an asset in a variety of applications. (www.wisegeek.com)
- A **Web browser**, such as Firefox 20.0 or greater (preferred browser). Mozilla Firefox is strongly recommended for students taking online courses using Moodle, the University's course learning management system.
- Current **anti-virus software** with up-to-date virus definitions (The University provides free anti-virus software for students)
- **Multimedia plug-ins**, such as Flash Player, Quicktime, or Windows Media Player may be required to allow your browser to access online video or interactive features. All plug-ins are available as a free download from the plug-in manufacturer's websites.
- **Browser-based software**, such as JavaScript and ActiveX controls, will need to be "allowed" to ensure some interactive software functions properly. Check your browser's "Preferences" or "Tools" settings for more information.

Learning in an online environment

You are expected to have appropriate equipment and software to complete course assignments. While it is understood that technical problems occur, these are not acceptable reasons for failure to complete assignments and exams (exams apply to students enrolled in the BSN to DNP option only) on time. You should have back-up computer access. All university campuses have accessible computer labs, as do public libraries in many communities. You are advised to investigate back-up resources – in advance - in case of an emergency.

All assignments **MUST** be submitted according to the specific instructions provided by individual course faculty.

Your ability to succeed in distance education courses depends on your individual ability to understand the course structure and technology.

Technical and Other Support for Distance Learners:
http://distancelearning.louisiana.edu/

Library Services for Distance Learners
https://library.louisiana.edu/services/distance-learning

Although faculty members and students communicate largely though the learning management system (LMS), Moodle, and e-mails, on-line learning environments do not preclude you from accessing or communicating with faculty on a one-on-one basis. When needed, you are encouraged to contact faculty directly. In turn, faculty members will make every effort to respond to your communication in a timely manner.

Moodle is the Learning Management System used by UL Lafayette. A team of IT staff and electronic learning professionals manage the Moodle site. Please email them your question or suggestions at moodle@louisiana.edu.

Students need a ULID and password to log into Moodle.

If you need technical assistance, please contact the IT Help Desk at
https://helpdesk.louisiana.edu/get-help/students

Link to Student Authentication in Distance and Electronic Courses:
http://distancelearning.louisiana.edu/authentication

Communicating in an online environment

Email:
- Always include a subject line, the course number (if applicable) and your full name.
- Remain professional in the emotion conveyed during correspondence: avoid "flaming."
- Respect the privacy of classmates and faculty by not forwarding e-mail(s) without prior permission.
- Keep faculty members and home institutions informed of correct e-mail address as needed.
- Check University email daily and respond in a timely manner as directed by faculty member or graduate office.
- Refer to the Netiquette Guidelines on individual course sites

Confidentiality Policy

Confidentiality respects patient privacy issues. A major responsibility of all health care providers is that they keep all patient/client/recipient of care information confidential. All data that is collected is considered to be confidential information.

It is the policy of UL Lafayette that all information concerning patients/clients/recipients of care is confidential and may not be disclosed in any way, by any means, by students or faculty without appropriate authorization.

You have the ultimate responsibility for your own actions and may be liable for negligence if you violate patient/client/recipient of care confidentiality. Violation of the policy related to confidentiality will lead to the dismissal from the program.

Family Educational Rights and Privacy Act (FERPA) of 1974 Policy (6/03)

UL Lafayette adheres to the Family Educational Rights and Privacy Act of 1974. Specifically, written consent from parents and "eligible" students must be obtained when disclosure of personally identifiable information is required from students' educational records. The consent must specify the records to be disclosed, the purpose of the disclosure, and must identify the party to whom disclosure is made.

Health Insurance Portability and Accountability Act (HIPAA) of 1996 Policy (6/03)

UL Lafayette adheres to the provisions of the HIPAA Act of 1996, which was designed to ensure the privacy and security of protected individually identifiable information. Students and faculty must comply with HIPAA-related policies and policies of clinical agencies with which the student is accruing clinical hours to safeguard patient/client/recipient. Students must complete mandatory HIPAA-related training sessions as stated earlier.

DNP students have the ultimate responsibility for their own actions and may be liable for their own negligence if they violate patient/client/recipient of care protected individually identifiable information. Violation of the UL Lafayette policy related to HIPAA compliance will lead to the dismissal from the program.

Student Responsibility for Loan Repayment

You have a legal and ethical responsibility to repay student loans. In accordance with Louisiana Revised Statue 38:2951, the Louisiana State Board of Nursing withholds the Licensor renewal applications of registered nurses who were deemed by the Louisiana Office of Student Financial Assistance (LOFSA) to be in default of student loan (LSBN, The Examiner, pg. 2, Vol. 10, No. 3, Fall 2002). For DNP students with other than Louisiana RN licenses, it is your responsibility to follow the respective State Board of Nursing rules.

ACADEMIC DISHONESTY

UL Lafayette is committed to principles of truth and academic honesty. Every student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Graduate Catalog. All faculty members share in the responsibility for maintaining and supporting these principles. When a student enrolls in courses, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity. Refer to the current UL Lafayette Graduate Catalog.

Academic dishonesty includes cheating, plagiarism, and fabrication in the process of completing academic work for thesis, course work and clinical/practicum experiences.

Exams/quizzes are the property of the UL Lafayette College of Nursing and Allied Health Professions. All exam content is confidential, and thus questions on exams should not be divulged to any individual or entity. Any unauthorized possession, reproduction, or disclosure of any exam materials, including the nature or content of examination questions, before, during, or after an exam is in violation of College of Nursing and Allied Health Professions' policy and is considered academic dishonesty or cheating. Any attempt to reconstruct exams or make use of reconstructed exams is therefore in violation of written policy and is considered academic dishonesty or cheating. A grade of "0" may be assigned at the instructor's discretion for any academic dishonesty/cheating as defined in the DNP Student Handbook or in the UL Lafayette Graduate Catalog.

To maintain academic integrity, the DNP program has adopted a "zero tolerance" policy regarding acts of academic dishonesty. Students who engage in acts of academic dishonesty are subject to the disciplinary procedures of the university in which they are enrolled. Sanctions may range from assignment of a grade of "0" on the assignment in question to dismissal from the university.

Cheating

Cheating is the intentional activity to gain unfair advantage over other students in a course. Examples of cheating include, but are not limited to: communicating improperly with others during exams or the preparation of assignments for classes; copying from books, notes, or other sources during a test when this has been prohibited; copying from another student's work; procuring or using copies of current examinations; communicating exam content to other students; and allowing another person to take an exam, write a paper, or complete a course assignment.

Falsification/Fabrication

Falsification and fabrication involve intentional and unauthorized alteration of information, forging, or inventing false information for use in the course of an academic activity. Examples include altering the record of data or experimental procedures or results in thesis or scholarly

reports, falsely citing sources of information; altering academic records; counterfeiting or inventing a record of internship or clinical practicum experiences.

Multiple Submission

Multiple submission or "self-plagiarism" includes, but is not limited to, submitting the same paper or oral report or parts of the same paper or oral report for credit in two separate courses. This also applies to courses that are being repeated. Making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work is also considered self-plagiarism.

Plagiarism

Plagiarism is knowingly representing the work of another as one's own without proper acknowledgment of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as your own work material obtained from a commercial writing service; quoting directly or paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.

Complicity in Academic Dishonesty

A student is guilty of complicity in academic dishonesty if he or she helps or attempts to help another or others to commit an act of academic dishonesty. Complicity includes, but is not limited to, knowingly allowing another to copy from one's paper during an examination or test; distributing test questions before the time scheduled for the test; collaborating on academic projects when students are expected to work independently; taking a test for another student; or signing a false name on a piece of academic work.

POLICIES RELATED TO ASSIGNMENTS FOR DNP COURSES

Students are expected to submit all course work on time.
1. Policy on course work submitted after the due date is as follows:
    a. Up to 24 hours late   10% reduction in grade
    b. Up to 48 hours late   20% reduction in grade
    c. Up to 72 hours late   30% reduction in grade
    d. >72 hours late   a grade of 0 will be assigned
2. All written assignments requiring citations are to be completed in APA 6th ed. Format (or the latest edition).
3. All written exams and papers are the property of the College. Students are encouraged to maintain a portfolio of course/clinical work.

STUDENT APPEALS

You have the right to appeal disciplinary actions or grades according to UL Lafayette Graduate School policies.

Grade Appeals
If you feel you have been treated unfairly or capriciously in the awarding of a final course grade, you should first contact the Graduate Coordinator and refer to the grade appeal policy: http://www.louisiana.edu/sites/louisiana/files/grade_appeals.pdf.

Progression Appeals
If you are ineligible to continue in the DNP program and you wish to initiate an appeal, you should first contact the Graduate Coordinator and refer to the appeal policy at https://gradschool.louisiana.edu/current-students/appeals.

Disciplinary Appeals
Should you wish to file a disciplinary appeal, you should first contact the Graduate Coordinator and refer to the appeal review https://studentrights.louisiana.edu/student-conduct/conduct-violations/appeal-procedures

Formal Complaint Procedure
This procedure applies to complaints regarding course and program related issues. For situations related to grade appeals, sexual harassment, ADA issues, or EEOC issues, the student should follow the appropriate university policy.

1. Within 5 working days of the situation of concern, the student must submit a signed, written description of the complaint to the person of concern (administrator, faculty, or staff) with a copy to the nursing graduate program coordinator and department head with a copy to the Dean.

2. Within 5 working days from the time the complaint is given to the person of concern, the student should communicate and /or meet with the person involved and attempt to resolve the complaint.

3. If the complaint is unresolved, within 5 working days the student may meet with the nursing graduate program coordinator.

4. If the complaint remains unresolved, within 5 working days the student may meet with the department head and/or dean.

5. The dean notifies the student and appropriate individuals involved of the final decision.

Documentation of the Formal Complaint Procedure

1. The student must submit concerns in writing to the person(s) of concern.

2. An official record is maintained in the Graduate Nursing office of each communication and/or meeting between the student and person(s) involved with the complaint.

3. The student may discontinue the process at any point by submitting a written request to withdraw the complaint to the person of concern with a copy to the Dean.

Clinical doctoral degrees are distinguished by the completion of a project that demonstrates synthesis of your work and lays the groundwork for future practice scholarship.
The DNP Synthesis Project is a scholarly experience in which you will implement and evaluate an evidence-based practice to improve clinical or population outcomes under the guidance of a faculty committee and practice mentor.

DNP Synthesis Project Guidelines

All DNP students (BSN to DNP and Post-Master's DNP) will complete an evidence-based synthesis project as a requirement for completion and graduation.

1. Doctor of Nursing Practice (DNP) students are required to complete a DNP Synthesis Project over the course of 3 semesters in NURS 821, NURS 822 and NURS 823. The DNP Synthesis Project is a rigorous project during which students will identify issues in the practice/organizational setting and will develop, implement, evaluate, integrate, and apply research-based evidence to improve healthcare outcomes. The Graduate Coordinator will advise students who require additional courses to meet the post-BSN requirement of 1000 hours; additional courses will need to be taken to meet this requirement.

2. The DNP Program features a plan of study structured around the American Association of Colleges of Nursing (AANC) Essentials of Doctoral Education for Advanced Nursing practice (2006) and focuses on the development of skills and knowledge needed to increasingly complex roles in nursing practice and leadership.

3. You will identify a clinical topic within your area of interest and develop an in-depth understanding of the issue through extensive review of the research literature and examination of the ethical, political, economic and cultural aspects inherent in the problem. The project must be evidence-based and demonstrate synthesis of all areas of DNP development.

4. You are required to participate in the on-campus, end-of-program activity related to professional dissemination and presentation of the DNP Synthesis Project.

5. After completion of the DNP Synthesis Project, you must file with the Nursing Graduate office four approved copies of your final project in the finished form (approved by the Graduate School), each with an approval sheet with original signatures in black ink. The finished project must meet the requirements specified in the publication *Guidelines for the Preparation of Theses, Dissertations, and DNP Synthesis Projects,* available on the Graduate School website. The DNP program has established American Psychological Association (APA) as the style to be used for synthesis projects in the Doctor of Nursing Practice program.

General Procedure for Residency Courses and DNP Synthesis Project

You will work with a faculty member (DNP Faculty Committee Chairperson) to plan mentored experiences during semesters in which you are enrolled in residency courses and Advance Directed Study courses (when indicated). The following steps need to be taken in collaboration with the DNP Faculty Advisor in the project planning phase:

1. Select an area of clinical practice based on educational, and/or personal goals. Students and faculty members should work closely in making these decisions. Please note that while you may choose a mentor in an agency in which you are currently employed, residency hours are to be completed separate from job responsibilities and during time when you are not being compensated. In other words, you are not to accrue hours toward your degree while being compensated as an employee for the same time committed to residency experiences.

2. Discuss your choice (s) of a project mentor with the assigned Faculty Committee Chairperson, who will be assigned to you near the end of NURS 803, Project Planning. All project mentors must be approved by course faculty and reviewed by the DNP Coordinator prior to beginning the residency experience. A DNP Synthesis Project committee comprised of a DNP Faculty Committee Chairperson, two UL Lafayette graduate faculty members, and an identified mentor from the agency in which you expect to implement the project, will provide oversight for the project. Each committee must include at least two members of the UL Graduate Faculty and, in all cases, must be chaired by a faculty member who possesses Level 2 Graduate Faculty status. The DNP and Graduate Coordinators must approve the topic of your DNP Synthesis Project.

3. Contact the Administrative Assistant in the Graduate Nursing Office cff0611@louisiana.edu to determine if the University has a contract with the agency/organization in which you plan to implement your project. This is different from the DNP Mentor Form and is instituted at the University level. If a current agency - contract is not on file, the approval process will be initiated. While the University attempts to keep contracts up to date with frequently used agencies, there is the possibility that an up-to-date contract is not in place. This contract with the agency/organization may take several weeks to months to secure, so it is advisable to begin this process early. A DNP SYNTHESIS PROJECT CAN BE IMPLEMENTED ONLY IF A FORMAL CONTRACT WITH THE AGENCY/ORGANIZATION IS IN PLACE.

4. You are responsible for planning a meeting(s) with the DNP Synthesis Project Mentor to discuss residency goals and the types of experiences that can be offered/obtained with the

project mentor. You must obtain a copy of the mentor vita/resume. A current vita/resume of the project mentor must be on file in the graduate office before the residency experience can begin.

5. You must submit a completed DNP Synthesis Project Mentor Form to the DNP Coordinator and the Faculty Chairperson for review and approval.

6. Prior to entering any residency experience, you must be current with all clinical health requirements. Additionally, you may not begin any residency experience until the following are completed and on file in the Graduate Nursing Office:
    a. A completed, current agency contract
    b. A current mentor vita or resume (reflecting the most recent two years of experience/practice)
    c. A signed DNP Synthesis Project Mentor Form

Project development, implementation, and evaluation includes, but is not limited to, the following components:

- Completion of a needs assessment (NURS 803)
- Demonstration of evidence of the need for the project based on research and validation of the need in the setting in which the project will be implemented (NURS 803).
- Delineation of goals and specific, measurable outcomes (NURS 803, 821).
- Development of a project plan and timeline with evidence-based rationale for implementation and evaluation activities (NURS 821, 822).
- Identification of:
    o Target participants or setting and negotiation for implementation that meets the needs of both the student and the agency or population involved.
    o Necessary tools for data collection and analysis
    o Resources needed/available to complete the project (NURS 803, 821).
- Development of a plan for project evaluation (NURS 821).
- As soon as committee members approve the project proposal, the student will complete the appropriate forms to apply for approval through UL Lafayette Institutional Review Board (IRB) {IRB approval must be received prior to registering for NURS 822].
- After receiving approval from UL Lafayette's IRB, the student will implement (NURS 822) and evaluate the project (NURS 823).
- Plans for dissemination of DNP Synthesis Project findings (NURS 821, 822, 823)
- Maintain a detailed residency log in each residency course (NURS 821, 822, 823).

7. DNP Synthesis Project Proposal Format will follow the current CONAHP Proposal Template (Appendix B)

8. Final DNP Synthesis Project Written Format. The final written project is to be consistent with APA style. A manuscript prepared according to author guidelines for publication in an approved journal or preparation of a grant proposal may serve as an alternate to the synthesis project final document if approved by the DNP Synthesis Project Committee.

Post-Master's DNP Part-time Curriculum Plan (6 semesters)

Post-Master's DNP Curriculum

SEMESTER 1 FALL		Credit Hours
NURS 800	Scholarly Foundations for Adv Practice	3
NURS 802	Epidemiology	3
	Semester Total	6
SEMESTER 2 SPRING		
NURS 801	Biostatistics	3
NURS 804	Clinical Scholarship and Analytic Methods for EBP	3
	Semester Total	6
SEMESTER 3 FALL		
NURS 803	Project Planning	3
NURS 805	Preventive Care for Populations	3
NURS 806	Health Informatics	3
	Semester Total	9
SEMESTER 4 SPRING		
NURS 821	Residency 1	3
NURS 808	Ethics and Healthcare Policy	4
	Semester Total	7
SEMESTER 5 FALL		
NURS 807	Organizational and Systems Leadership	4
NURS 822	Residency II	4
	Semester Total	8
SEMESTER 6 SPRING		
NURS 823	Residency III	3
	Semester Total	3
	TOTAL CREDITS – 39	

BSN to DNP Full-time Curriculum Plan

BSN to DNP Concentration Curriculum Guide (Full-Time) 8/2/16			
Course Number	**Course**	**Credit hours**	**Clinical/Practicum hours**
SUMMER			
N505/605	Stats	3	None
FA			
N505/605 (if needed)	Stats	3	None
N517/617	Pharmacotherapeutics for Advanced Practice Nursing	3	None
N830	Advanced Practice Scholarly and Theoretical Foundations	3	None
N518/618	Advanced Pathophysiology	3	None
		Total 12 credits	
SP			
N507/607	Health Assessment	3	60 contact hours
N801	Biostatistics	3	None
N502/602	Generating Evidence for Nursing Practice	3	None
		Total 9 credits	
SU			
N582/682	FNP Practicum I	5	180 hours
N831	Epidemiology and Preventive Care for Populations	4	None
		Total 9 credits	
FA			
N583/683	FNP Practicum II	5	210
N804	Clinical Scholarship and Analytic Methods for Evidence Based Practice	3	None
		Total 8 credits	
SP			
N584/684	FNP Practicum III	5	210
N803	Project Planning	3	None
N581/681	Business Leadership	3	None
		Total 11 credits	
*****CAN EXIT HERE WITH THE MSN/FNP Total *****			
SU			
N821	Residency I	3	120
N806	Health Informatics	3	None
		Total 6 credits	
FA			
N822	Residency II	4	180
N807	Organizational and Systems Leadership	4	None
		Total 8 credits	
SP			
N823	DNP Residency III	3	120
N808	Ethics and Health Policy	4	None
		Total 7 credits	
*****COMPLETE DNP*****			

University of Louisiana at Lafayette
College of Nursing and Allied Health Professions
DNP Residency Hour Activities

NURS 821 Residency I (minimum of 120 hours)
Conduct a comprehensive and systematic assessment of healthcare, population-based outcome parameters (health promotion/disease prevention or modification) incorporating culturally-sensitive approaches to guide development of the DNP Synthesis Project.
Practice Experiences for Residency I hours may include (but are not limited to) the following types of activities:

- Meetings with organizational/practice mentor(s) or other appropriate leaders to develop relationships to facilitate planning the DNP Synthesis Project to address optimum health care outcomes.
- Organizational and practice mentor meetings to determine opportunities for using databases to assess healthcare outcomes.
- Site visits to gain background or more in-depth information regarding DNP Synthesis Project plan development.
- Participating in healthcare policy initiatives or meetings at local, regional, state or national level.
- Meetings with consultants and/or content experts regarding approaches for planning the DNP Synthesis Project.
- Workshop or conference attendance (with prior Faculty Advisor approval) and documentation of relevance and direct relationship to the DNP Synthesis Project (maximum of 12 hours).
- Project grant proposal preparation, if applicable (maximum of 10 hours).
- Hours spent at a residency site evaluating practice protocols or guidelines and/or improvement project initiatives to facilitate planning of the DNP Synthesis Project.
- Statistical and/or data analysis consultation for DNP Synthesis Project development.
- Observe leadership participation in Quality Improvement (QI) process or patient safety initiative at the systems level.
- Residency site or other experiences related to policy or healthcare outcomes at the systems level.

Unacceptable residency hour activities:
1. Attendance at conferences that are counted towards a course in which credit is received
2. Time spent in travel to activities
3. Regular employment hours
4. Time spent on course activities
5. Review of the literature

NURS 821 Residency I Project Development		
Expectations of Students	Expectations for DNP Synthesis Project Faculty Chair	Expectations of the Synthesis Project Mentor
Identify an issue or area of interest (DNP Synthesis Project) and complete an extensive literature review on that topic. Develop Evidence Tables and begin to code the articles that apply to the identified issues. Identify and contact the faculty member who is designated as the DNP Synthesis Project Faculty Chair within first three weeks of classes. Identify and contact project mentor and obtain signed contract/agreement. Identify and examine stakeholders. Completion of project proposal and final IRB submission to UL Lafayette IRB prior to end of semester. Maintain appropriate clinical log to record progress in this semester. Provide documentation of current clinical requirements prior to the beginning of each semester, as needed.	Guide the topic selection and literature review process. Provide guidance and content on evaluating evidence so students can begin to develop evidence tables. Provide guidance on identifying and utilizing conceptual framework in project identification and throughout residency. Help student establish appropriate goals and objectives with regard to enhancing nursing practice and improving clinical outcomes. Conduct a site visit (in-person or virtual), as indicated	Discuss learning needs with student and faculty related to course objectives. Review Mentor Guidelines and complete the Mentor Contract. Provide a CV to the student to be kept on file in the Graduate Program office. Facilitate access to site(s). Provide resources and contacts for student to accomplish planned activities. Provide direction for student consistent with learning objectives. Assist student in professional development, with opportunities to explore the doctoral level nursing role. Provide feedback to faculty regarding student performance and experiences as needed. Participate in 1 student-faculty conference call during the semester.
Student and DNP Synthesis Project Faculty Chair will have a minimum of 3 conference calls this semester, one of which will need to be a conference call with the student's practice mentor/student/DNP Synthesis Project Faculty Chair.		

<u>NURS 822 Residency II (minimum of 180 hours)</u>
Designing and implementing Synthesis Project utilizing clinical judgment and systems thinking for improving healthcare outcomes.

Practice Experiences for Residency II hours may include (but are not limited to) the following types of activities:
- Meetings with organizational/practice mentor(s) or other appropriate leaders to facilitate implementing the DNP Synthesis Project.
- Residency site meetings for data collection for the DNP Synthesis Project.
- Residency site visits for ongoing DNP Synthesis Project surveillance.
- Presentations or facilitating work groups within the Residency site related to the DNP Synthesis Project implementation.
- Conference presentation related to the DNP Synthesis Project.
- Workshop or conference attendance (with prior Faculty Advisor approval) and documentation of relevance and direct relationship to the DNP Synthesis Project (maximum of 12 hours).
- Statistical and/or data analysis consultation for DNP Synthesis Project implementation.
- Participating and in healthcare policy initiatives or meetings at local, regional, state or national level.
- Meetings with consultants and/or content experts regarding approaches for implementing the DNP Synthesis Project.
- Critique leadership participation in Quality Improvement (QI) process or patient safety initiative at the systems level.
- Meeting with consultants and/or administrative staff regarding the cost-benefit analysis of the DNP synthesis Project.
- Meeting with consultants and/or administrative staff regarding project sustainability.
- Residency site or other experiences related to policy or healthcare outcomes at the systems level.

Unacceptable residency hour activities:
1. Attendance at conferences that are counted towards a course in which credit is received
2. Time spent in travel to activities
3. Regular employment hours
4. Time spent on course activities
5. Review of the literature

NURS 822 Residency II Project Implementation		
Expectations of Students	Expectations for DNP Synthesis Project Faculty Chair	Expectations of the Synthesis Project Mentor
Implement DNP Synthesis Project.

Maintain on-going evaluation of project and make adjustments as indicated.

Maintain appropriate clinical log to record progress in this semester.

Continue to pursue the literature analysis and further development of the table for ranking the research data.

Provide documentation of current clinical requirements prior to the beginning of each semester, as needed. | Regularly meet with student to evaluate progress and guide implementation process.

Conduct a site visit (in-person or virtual), as indicated. | Suggest resources and contacts for student to accomplish planned activities.

Assist student in professional development, with opportunities to explore the doctoral level nursing role.

Participate in 1 student-faculty conference call during the semester. |
| Student and DNP Synthesis Project Faculty Chair will have a minimum of 3 conference calls this semester, one of which will need to be a conference call with the student's practice mentor/student/DNP Synthesis Project Faculty Chair. | | |

<u>NURS 823 Residency III (minimum of 120 hours)</u>
Evaluating the Synthesis Project findings related to improving healthcare outcomes.

Practice Experiences for Residency III hours may include (but are not limited to) the following types of activities:
- Meetings with consultants and/or content experts regarding approaches for evaluating the DNP Synthesis Project outcomes.
- Conference presentation related to the DNP Synthesis Project.
- Workshop or conference attendance (with prior Faculty Advisor approval) and documentation of relevance and direct relationship to the DNP Synthesis Project (maximum of 12 hours).
- Statistical and/or data analysis consultation for DNP Synthesis Project outcome data analysis and evaluation.
- Participating in healthcare policy initiatives or meetings at local, regional, state or national level.
- Propose change in Quality Improvement (QI) process or patient safety initiative at the systems level.
- Meetings with consultants and/or administrative staff regarding the sustainability of the DNP Synthesis Project.
- Residency site or other experiences related to policy, or healthcare outcomes at the systems level.
- Reporting/resolving ethical dilemmas associated with implementation of the DNP Synthesis Project.
- Dissemination of project outcomes to stakeholders.
- Dissemination of project outcomes at local, regional, state, and national venues.
- Preparing the DNP Synthesis Project as a manuscript for submission to a peer reviewed nursing/ professional journal.

Unacceptable residency hour activities:
1. Attendance at conferences that are counted towards a course in which credit is received
2. Time spent in travel to activities
3. Regular employment hours
4. Time spent on course activities
5. Review of the literature

NURS 823 Residency III Project Evaluation & Dissemination		
Expectations of Students	Expectations for DNP Synthesis Project Faculty Chair	Expectations of the Synthesis Project Mentor
Perform and complete formative and summative evaluation of DNP Synthesis Project. Prepare a publishable manuscript that describes the project. Maintain appropriate clinical log to record progress in this semester. Prepare and present the findings of the final DNP Synthesis Project prior to graduation (on-campus visit required). Provide documentation of current clinical requirements prior to the beginning of each semester, as needed.	Regularly meet with student to evaluate progress and guide evaluation process. Guide student on formative/summative evaluation process. Assist student in analyzing data and evaluating project. Review and assist with editing of manuscript. Student and DNP Synthesis Project Faculty Chair will agree on appropriate venue for dissemination or results (i.e., professional journal or professional conference, etc.) Assist with final submission of DNP manuscript to the Graduate School.	Assist student in professional development, with opportunities to explore the doctoral level nursing role. Participate in 1 student-faculty conference call during the semester. Attend the student's podium presentation of the final DNP Synthesis Project.
Student and DNP Synthesis Project Faculty Chair will have a minimum of 3 conference calls this semester, one of which will need to be a conference call with the student's practice mentor/student/DNP Synthesis Project Faculty Chair.		

University of Louisiana at Lafayette
College of Nursing and Allied Health Professions
Doctor of Nursing Practice (DNP) Program

DNP Synthesis Project Mentor Letter of Agreement

Student Name: _____

Synthesis Project Title: _____

Synthesis Project Mentor: _____

Title: _____

Academic Credentials/Degrees: _____

Agency: _____

Address: _____

Phone: _____ **Email:** _____

I agree to serve as a mentor to the DNP student named in this agreement.

Signature of Mentor: _____ Date: _____

Signature of DNP student: _____ Date: _____

Current CV on file Yes ❑ No ❑ Comments: _____

Approval: Yes ❑ No ❑: Comments: _____

Signatures:

UL Lafayette Synthesis Project Faculty Advisor: _____ Date: _____

DNP Student: _____ Date: _____

UL Lafayette DNP Coordinator: _____ Date: _____

Letter of Agreement to:
Upload on NURS 821 Course Site

Appendix A

The Graduate School

Synthesis Project Committee Appointment Form

Doctor of Nursing Practice (DNP)

To the Student

The DNP Synthesis Project Committee has the responsibility to assist in the selection of a suitable subject for a DNP synthesis project and to provide oversight for that project. This committee must be comprised of a chairperson who is a member of the DNP program faculty, two additional graduate program faculty members, and an approved mentor from the agency in which the student expects to implement the project. Each committee must include at least two members of the UL Graduate Faculty and, in all cases, must be chaired by a faculty member who possesses Level 2 membership on the UL Graduate Faculty.

Student Information

Student Name: _____ Student ULID: _____

Address: _____

Contact Phone Number: _____

Committee Information

The Department of Nursing recommends the appointment of the following individuals to the above-named student's DNP Synthesis Project Committee. Each committee member should indicate his or her willingness to serve on this committee by providing a signature below.

_____, DNP Faculty Chair

_____, member of the DNP program graduate faculty

_____, member of the DNP program graduate faculty

_____

_____

Approvals

_____

Graduate Coordinator/DNP Coordinator   Date

Appendix B