Doctor of Nursing Practice (DNP)

Program Guidebook

2019-2020

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INTRODUCTION

WELCOME

Welcome to the Northeastern University School of Nursing Doctor of Nursing Practice (DNP) program! You are beginning an exciting phase of your nursing career and we are glad you chose us to be a part of your journey.

This Guidebook is meant to provide you with specific information about the DNP program. It should be used in conjunction with the School of Nursing Graduate Program Student Handbook, the Bouvé College of Health Science’s Graduate Policies and Regulations and the Registrar’s Graduate Catalog. Links to these sites are on the next page.

This Guidebook complements the information, policies, procedures and regulations outlined in the other three documents. As updates are made to the Guidebook, they will be shared with you via the DNP Community site on Blackboard. Students are accountable for reviewing the information available in all four documents.

PROGRAM OVERVIEW AND OUTCOMES

The DNP is a practice-oriented degree designed to prepare advanced nurses at the highest level of scholarly practice. Keeping pace with the demands of today’s changing health care environment requires clinical experts who have the knowledge and skills to be effective change agents. Graduates of our DNP program assume clinical and leadership positions as advanced nurses in a variety of roles including nurse executives, community leaders, and professional organization leadership.

Our goal is “to prepare the next generation of nurse leaders with a greater breadth of expertise so they can collaborate more effectively with inter professional partners and provide leadership to enhance quality and safe care” is consistent with The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006). Emphasis is placed on clinical leadership, professional leadership, systems leadership health policy/global leadership. The DNP Program Learning Outcomes are congruent with the DNP Essentials, Interprofessional Education Core (IPEC) Competencies (2016), and the Institute of Medicine (IOM )Health Professions Core Competencies (2004). A list of DNP Guiding Documents can be found as Appendix 1.

<table>
<thead>
<tr>
<th>Expected Student Learning Outcomes (DNP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translate evidence to develop new models for nursing practice that will transform care.</td>
</tr>
<tr>
<td>Lead and diffuse inter professional care coordination teams and collaborative efforts.</td>
</tr>
<tr>
<td>Direct the development and implementation of social, economic, political, and health policy initiatives to ensure the quality of health care.</td>
</tr>
<tr>
<td>Lead the design, implementation, evaluation, and dissemination of evidence-based practice improvement initiatives.</td>
</tr>
<tr>
<td>Evaluate the impact of health information technology on organizations and nursing practice.</td>
</tr>
</tbody>
</table>
The Baccalaureate, Master’s and Doctor of Nursing Practice programs at Northeastern University School of Nursing are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. For more information, visit: https://www.aacnnursing.org/

PROGRAM ADVISEMENT

Upon admission to the program the DNP Director will be your Program Advisor and will guide you in developing your program of study. As Program Advisor, she will also assist you in identifying your elective course(s) and other types of learning experiences that will foster your development as a clinical scholar in your chosen focus area. You are responsible for maintaining contact with the Program Advisor at least once per semester. This interaction is intended to provide structure for the development of a close professional relationship, yet you are encouraged to develop relationships with other faculty through your class work and scholarly projects. Close and continuous involvement with the Program Advisor, program faculty, and other DNP students fosters socialization into the clinical scholar role.

FACULTY

The program’s core faculty consists of nursing faculty members whose practice and research addresses a broad spectrum of clinical populations and health care problems. In addition, students have access to faculty in other Northeastern University departments and centers and nurse scholars in the greater professional community who have expertise consistent with the program’s focus on clinical nursing scholarship and leadership in health care.

The list of current SON full time faculty can be found here: http://www.northeastern.edu/bouve/nursing/directory/

Part time faculty are listed in Appendix 2.
DNP PROGRAM EXPECTATIONS AND PROCEDURES

ADMISSIONS

This 30-credit post MS online hybrid DNP curriculum builds on the students’ previous master’s curricula. We require a Master’s degree in advanced nursing. In some cases, registered nurses holding a master’s degree in a related health field may be acceptable. In these cases, additional course(s) may be required often in place of the 3 SH elective. As masters prepared advanced nurses, students enter the program with a strong clinical foundation currently functioning in roles such as nurse practitioners, clinical nurse specialists, nurse anesthetists, nurse midwives, or as nurse managers or nurse executives in acute care institutions, community agencies or public health nursing.

We require all DNP students to have a current license to practice nursing and appropriate APRN certification if indicated, possess 2 years of recent experience in advanced nursing and currently be in active practice. Specific detailed criteria for the DNP program are contained on the SON DNP website https://bouve.northeastern.edu/nursing/programs/doctor-nursing-practice/ and the Bouvé Graduate Student Services website: https://bouve.northeastern.edu/graduate/. Admissions are facilitated through NursingCAS.

Change Those applicants who are nationally certified in one of the 4 APRN roles are given 500 maximum clinical practicum hours pre admission since all APRNs must have met that minimal requirement to sit for national APRN certification. They will then earn 500 additional scholarly practice hours throughout the program to meet the nationally required post-BSN 1000 practice hours. However, those students who do not have national certification, because it is not required for public health or administration advanced nurses and cannot show evidence of 500 pre-clinical practicum hours, may be accepted with interview and review. These nurses will then have an individual contract developed through a gap analysis process to outline the designated additional scholarly practice hours needed to meet the required post-BSN 1000 hours. This process is referred to as our gap analysis completed by the conclusion of orientation.

Unlike traditional master’s program clinical experiences, clinical scholarly practice activities in the DNP program are unique to each student’s competency needs. Students meet the scholarly practice hours and required clinical activities in a variety of ways through their own practice, professional activities, and practice activities in course work, especially related to the scholarly project. The scholarly clinical/practice activities are aimed toward achieving the DNP Essentials and specialty competencies not met in original master’s programs. These may include health policy activities, leadership activities, budgeting skills, informatics, population health, and change and quality improvement projects. Students may be mentored by faculty teaching courses, their DNP Scholarly Project Advisor, or identified Experts in their practice, depending on the specific activity. A DNP Competencies Grid can be found in Appendix 5.

We utilize a digital electronic portfolio (E-Portfolio) approach as described in Competency Based Education Evaluation: A Portfolio Approach, Washington, DC: NONPF (2007) to document scholarly practice hours and demonstrate achievement of the identified new skills and
competencies. All students are introduced to the E-Portfolio approach, which maps practice hours against DNP Essential, IOM & IPEC document grids and any identified specialty competencies, during orientation. An E-portfolio template can be found in Appendix 4.

ACADEMIC PROGRESSION
DNP students must maintain a GPA of 3.00 or better to progress in the program. While enrolled in this DNP program at Northeastern University students must abide by all Northeastern University graduate rules and regulations as listed in the Graduate Catalog (http://www.northeastern.edu/registrar/catsugd.html), the School of Nursing Graduate Handbook, and the Bouvé College of Health Sciences Graduate Policies and Regulations http://www.northeastern.edu/bouve/pdf/grad-handbook.pdf. Students are expected to register themselves for coursework according to their plan of study and by the registration deadline each semester. Academic calendars, including registration deadlines, can be found on the Registrar’s website: http://www.northeastern.edu/registrar/calendars.html.

Students who fail to register by the deadline may be considered ‘inactive’ and lose access to university resources. Information on academic standing petitions and academic dismissal policies can be found the Bouvé Graduate Policies and Regulations (http://www.northeastern.edu/bouve/pdf/grad-handbook.pdf).

CURRICULUM
The DNP program curriculum first offered in Fall 2009 is delivered in an on-line Hybrid executive model. It was developed in accordance with the DNP Essentials utilizing a gap analysis methodology of curricular design. For the full-time post-master’s DNP student the minimum time to complete the degree is 5 semesters including one continuous full summer semester in between for a total of 21 months. Time to degree for part-time students will vary depending on how many courses are taken each term, but is usually 28-40 months. You may find that additional courses or learning experiences are needed to assure adequate preparation for conducting the scholarly work that is planned. Although Northeastern University policy requires that all degree requirements must be completed within seven years of matriculation, we encourage no more than four years.

This hybrid-learning community supports students’ knowledge acquisition through on-campus immersion and on-line learning. FT Students meet on campus approximately 2 times per semester, for 1½ days. During the DNP Scholarly Project seminar courses, students meet for one full day twice a semester with the remaining course work completed online. The curriculum sequence is as follows:
<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Cr</th>
<th>Semester/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 7100</td>
<td>Leadership and Advanced Practice Nursing</td>
<td>3</td>
<td>Fall 1</td>
</tr>
<tr>
<td>NRSG 7924</td>
<td>Epidemiology for Advanced Nursing</td>
<td>3</td>
<td>Fall 1</td>
</tr>
<tr>
<td>NRSG 6306</td>
<td>Health Informatics I</td>
<td>3</td>
<td>Fall 1</td>
</tr>
<tr>
<td>NRSG 7920</td>
<td>Steps to Practice Inquiry</td>
<td>3</td>
<td>Spring 1</td>
</tr>
<tr>
<td>NRSG 6300</td>
<td>Health Care Finance &amp; Marketing</td>
<td>3</td>
<td>Spring 1</td>
</tr>
<tr>
<td>NRSG 7925</td>
<td>Health Policy &amp; Advocacy</td>
<td>3</td>
<td>Spring 1</td>
</tr>
<tr>
<td>NRSG 7921</td>
<td>DNP Scholarly Project I</td>
<td>3</td>
<td>Summer Full 1</td>
</tr>
<tr>
<td>NRSG 7922</td>
<td>DNP Scholarly Project II</td>
<td>3</td>
<td>Fall 2</td>
</tr>
<tr>
<td>NRSG 7923</td>
<td>DNP Scholarly Project III</td>
<td>3</td>
<td>Spring 2</td>
</tr>
<tr>
<td>Any grad level course; needs DNP director approval</td>
<td>Required Elective</td>
<td>3</td>
<td>Summer 1</td>
</tr>
<tr>
<td></td>
<td>Suggested Course: NRSG6341 Teaching Nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits Required</strong></td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

The curriculum consists of coursework that is designed to provide you with the knowledge, skills, and attitudes to be successful as a leader in advanced nursing practice. A program plan can be found in Appendix 3.

The rationale for this sequence is to help advanced nurses return to the academic setting and begin the DNP program with content that is foundational to the expansion of their role and the building of essential content across the curriculum. The DNP Essentials and learning outcomes are mapped across each course in the curriculum and in the individual student learning outcomes within the context of the named competencies. Progression through this content prepares students to develop their DNP Scholarly Project and supports them in completing the program requirements.
SCHOLARLY PRACTICE SEQUENCE

The DNP program culminates in the successful completion of a DNP Scholarly Project that demonstrates mastery of expert practice knowledge and is completed over a minimal of 4 semesters (12 semester hours). The scholarly project must be a significant contribution to practice inquiry and contribute to existing nursing knowledge. It must be suitable for publication in a peer reviewed journal or a book. This DNP Scholarly Project could be a program needs assessment with program development and evaluation, evaluation of an existing program, development of an assessment instrument/protocol, a cost/benefit analysis of program models, or other scholarly project as approved by the student’s DNP Scholarly Project Advisor (who is assigned after having identified a topical area), the Seminar Instructor, and Program Director.

Students work with a DNP Scholarly Project Team consisting of the assigned DNP Scholarly Project Advisor who is a FT faculty member or affiliate faculty member, and an Expert Mentor chosen by the student, usually from the outside community in an area that will contribute to the quality of the project. The Expert Mentor should be in the area in which the student wishes to seek further practice expertise but does need to be a member of the faculty.

A faculty facilitator of the DNP Scholarly Project seminars is a member of each DNP Scholarly Project. In addition, each student has an assigned peer who serves as a reviewer of each stage of the project. Students begin to formulate their scholarly project and begin to draft purpose and aims in *Steps to Practice Inquiry*. The DNP Scholarly Project Advisor guides the student in developing the topic, design, evaluation and dissemination of the project in collaboration with the *DNP Scholarly Project I, II & III* professor(s). In addition, the DNP Scholarly Project Advisor is the faculty member responsible for overseeing the student's application to the institutional review board (IRB) for protection of human subjects in collaboration with the DNP Scholarly Project seminar facilitator. Prior to implementation of the project the faculty advisor must indicate approval of the project by signing the Scholarly Project Approval Form (Appendix 6). The DNP Director must indicate approval at each step of the process in writing on these forms and by signing the IRB assurance form prior to submission to NEU IRB (Appendix 7). Prior to graduation, the student’s project team indicates completion by signing the Scholarly Project Completion Form (Appendix 8).

Students will apply knowledge and skills obtained in the didactic and integrative courses in order to address the ethical, legal, financial and organizational aspects of the scholarly project. The DNP student will discuss his/her topic of interest, the development of the project and how it addressed the needs of a selected population; and evaluate the implementation and outcomes of the project. In 2014 the scholarly project sequence was revised to follow the process of practice inquiry over 4 semesters and was implemented in 2015. We based it on Brown & Crabtree Practice Inquiry (2013) framework:

PROGRAM EVALUATION
Student feedback about all aspects of the DNP program are solicited through TRACE course evaluations, formal and informal feedback to Program Faculty and the Program Director as well as standardized alumna and program evaluations. Onsite networking opportunities are offered each semester. Student representation is requested for the DNP Advisory Board, which meets at least of twice a year. We have also encouraged a student representative to the American Association of Colleges of Nursing (AACN) Graduate Nursing Student Academy (GNSA). There will be opportunities to meet with both SON and Bouvé leadership at the onsite networking receptions held each semester.

GRADUATION
It is the student’s responsibility to be aware of all graduation procedures, policies and timelines. Additional information or requests may be sent from the Program Director and Administrative Coordinator. It is the student’s responsibility to follow updates and respond accordingly.

Please refer to Bouvé Graduate Policies and Regulations handbook for full information on graduation policies: (http://www.northeastern.edu/bouve/pdf/grad-handbook.pdf).

ACADEMIC POLICIES, REGULATIONS AND PROCEDURES

ACADEMIC INTEGRITY
In accordance with the expectations for student behavior outlined in the Northeastern University Graduate Student Handbook, the Bouvé College of Health Sciences (BCHS) assumes that all students come to the College for a serious purpose and expects them to be responsible individuals with high standards of academic integrity. The College will not condone academic dishonesty in any form, nor will it tolerate violations of research or professional ethics within the academic community.

The health care professions and health sciences in the College require more than simple mastery of technical knowledge and skills. Equally important is earning the respect and confidence of those who seek health care. The nearly universal existence of ethical codes of conduct among the various health professions is evidence that certain types of conduct are expected in order to promote this respect and confidence. Fundamental to most of these codes is an understanding that health care professionals and researchers are required to conduct their activities in a manner that reflects a concern for the total well-being of the patient/client and research participant.

Students are expected to follow the code of conduct of their individual professions and program/department. All students are responsible for knowing their program’s code of conduct, professional policies and procedures.
COURSE REGISTRATION

Students are expected to register themselves for coursework according to their plan of study and by the registration deadline each semester. Students are responsible for meeting with their advisor prior to registration to discuss their plan of study and update as needed. Students are also responsible for maintaining an updated plan of study on file with the DNP Director.

Academic calendars, including registration deadlines, can be found on the Registrar’s website: https://registrar.northeastern.edu/app/uploads/cal1819-gs-exp-s.pdf

Students who fail to register by the deadline may be considered ‘inactive’ and lose access to university resources. Please see the Bouvé Graduate Rules and Regulations for additional information. (http://www.northeastern.edu/bouve/pdf/grad-handbook.pdf)

DIRECTED STUDY

Directed studies may not be used to replace required courses. Directed studies should be used as a last resort when the scheduled electives and cognates fail to meet the student’s needs. Directed studies must be approved by the DNP Program Director and the Bouvé College Associate Dean for Graduate Education. Students should plan to submit their Directed Study paperwork to the DNP Program director at least one month prior to the semester they wish to take the directed study.

To register for a Directed Study:

1. The student will need to identify a faculty who is willing to work with them.
2. The student meets with the faculty to develop the overview of the course and the coursegoal(s), objectives, and a timeline for completion. Each Directed study must include objectives and expected deliverables. In general, a minimum of 3 hours/week of effort (e.g., reading, writing, individual meetings with faculty or field work) is equated to one credit.
3. The student develops a formal written contract between them and the faculty and both parties sign. The contract includes information noted in Step 2.
4. For a doctorate level Directed Study (NRSG 7976), the student must follow the instructions provided by the Office of the University Registrar (https://registrar.northeastern.edu/app/uploads/IIRF-Instructions-for-Students-1.pdf)
5. Once approved, the student is responsible for registering for the course: NRSG 7976 Directed Study with their listed faculty member.

TRANSFER POLICY

As stated in the Bouvé Graduate Policies and Regulations: A maximum of 9 semester/12 quarter hours of credit obtained at another institution may be accepted towards the degree, provided the credits consist of work taken at the graduate level for graduate credit, carry grades of 3.000 or better, have been earned at an accredited institution, and have not been used toward any other degree or certificate. These courses must have been taken within 5 years prior to the transfer and cannot be taken in the last semester prior to graduation.
If the course was taken prior to matriculation at Bouvé, then the student must:

- Submit to the DNP Program Director advisor a petition requesting transfer: a petition to transfer credit form [https://www.northeastern.edu/registrar/form-gs-xfer-cred.pdf](https://www.northeastern.edu/registrar/form-gs-xfer-cred.pdf), a copy of the course syllabus, and the official transcript indicating successful completion of the course.
- The Program Director approves or denies the request, and then forwards the transfer petition forms to the Bouvé Office of Graduate Student Services for processing. The Program Director will email the decision to the student and keep a copy of the petition in the student’s file.
- Students must have matriculated prior to submitting their transfer request.
- Courses that have not yet been taken but will be taken for transfer from another institution must receive pre-approval from the DNP Program Director. Students should follow the same steps and submit the materials as listed above, in order to receive pre-approval. Upon completion of the course, students must then submit their official transcript to the Program Director and Administrative Coordinator. If the student has met or exceeded the minimum grade requirement of a B (3.0) then the transfer paperwork will be forwarded by the Administrative Coordinator to the Bouvé Office of Graduate Student Services.

**INCOMPLETE GRADES**

As noted in the Registrar’s Graduate Catalog: [https://www.northeastern.edu/registrar/catsugd.html](https://www.northeastern.edu/registrar/catsugd.html)  
An incomplete grade may be reported by the instructor when a student has failed to complete a major component of a required course, such as homework, a quiz or final examination, or a term paper. Students can make up an incomplete grade by satisfying the requirements of the instructor or, if the instructor is absent, the DNP Director.  

Be aware that instructors’ policies on the granting of incomplete grades may vary and that the final decision on an incomplete grade is up to the instructor. The period for clearing an incomplete grade and for changing a grade other than an incomplete or failure (F or U) is restricted to one calendar year from the date it is first recorded on the student’s permanent record.

To clear an incomplete grade, a student must:

- Obtain an Incomplete-Grade Contract [http://www.northeastern.edu/registrar/form-inc-grade.pdf](http://www.northeastern.edu/registrar/form-inc-grade.pdf) on which the precise agreement for clearing an incomplete grade is specified and that is signed by the student and the instructor.
- Make an appointment with the instructor to arrange for clearing the incomplete grade.
- Complete the form, sign the agreement, and obtain the instructor’s signature.
- Submit the original signed form to the Program Director, provide the course instructor with a copy, give a copy to the Bouvé’s Office of Graduate Student Services, and retain a copy as a personal receipt.
- Upon completion of the incomplete contract, the instructor must submit an official change of grade form.
INTERNATIONAL TRAVEL
U.S doctoral students who anticipate travelling abroad while enrolled in the program are required to adhere to the University policies. For more information please click on the following links:
https://www.northeastern.edu/policies/ AND
https://www.northeastern.edu/policies/pdfs/Policy_on_International_Travel.pdf
Students traveling internationally must contact and register with the Global Experience Office: geo@northeastern.edu

LEAVE OF ABSENCE
For information and directions on how to request a Leave of Absence, carefully review Northeastern University’s policies and procedures at:
http://catalog.northeastern.edu/undergraduate/academic-policies-procedures/leaves-of-absence-withdrawal/
Prior to submitting paperwork to Northeastern, a student must notify the Program Director of their intent and be able to develop a plan for returning after determining the length of their leave. Details of their leave do not need to be discussed, but the Program Director should be made aware of the student’s intentions on leaving and returning within the jurisdiction that the University has put forth in their policies.

FINANCIAL AID
The DNP Blackboard site provides a list of sources of financial aid, including assistance available through the School of Nursing, Bouvé College, the University, and external funding agencies and organizations. This is not an exhaustive list, so students should seek out other sources of funding that are specific to area of work and specialty practice. For the most up to date information on financial aid policies, including tuition, fees, and loan eligibility, please visit the Student Financial Services website: http://www.northeastern.edu/financialaid/
or contact their office directly:
354 Richards Hall
Graduate Phone: 617.373.5899
Fax: 617.373.8735
E-mail: sfs@northeastern.edu

Students must be enrolled in at least 6 semester hours per term (part time status) for most federal financial aid including loans, with the exception of DNP Scholarly Project 1, 2, and 3 which are considered clinical courses and meet the federal requirements by themselves for PT status. Contact the Financial Aid Office if you are unclear how your academic course load will affect your finances.

Various types of financial aid are available through the University and School of Nursing. Students are encouraged to contact the Student Financial Services Office for more information about other grant and loan programs administered through the University.
Many foundations and professional nursing and healthcare associations also have educational grant programs that should be explored for possible funding. Key word can access searchable databases through Snell Library that can provide leads for funding for dissertation research.

**PLEASE NOTE:** Some scholarships are taxable. It is the student’s responsibility to determine if their scholarships and funding are taxable or tax exempt. Students should plan their finances accordingly.

**Nurse Faculty Loan Program (NFLP)** Students may be eligible for this loan program, but on a first come first serve basis. See Appendix 10. For more information about NFLP, visit their website: [https://bhw.hrsa.gov/fundingopportunities/?id=bd03570b-3eb6-4a77-a1e3-4326ce292907](https://bhw.hrsa.gov/fundingopportunities/?id=bd03570b-3eb6-4a77-a1e3-4326ce292907)

**Graduate Student Government (GSG)** provides individual funding to students attending conferences. Full time graduate students (8 credits) in good standing are eligible for up to $375 per academic year for reimbursement of conference expenses. Visit their website for information on how to apply and important deadlines: [http://www.northeastern.edu/gsg/?page_id=28](http://www.northeastern.edu/gsg/?page_id=28).

**RESOURCES AND TECHNICAL ASSISTANCE**
For help with BlackBoard, call the help desk at 617-373-4357.

**LIST & BIOS OF SCHOOL OF NURSING FACULTY**
[http://www.northeastern.edu/bouve/nursing/directory/](http://www.northeastern.edu/bouve/nursing/directory/)

**LIST & BIOS OF BOUVE FACULTY AND STAFF**
[http://www.northeastern.edu/bouve/directory/](http://www.northeastern.edu/bouve/directory/)

**ACADEMIC CALENDAR**
[http://www.northeastern.edu/Registrar/calendars.html](http://www.northeastern.edu/Registrar/calendars.html)

**APA PUBLICATION MANUAL, 6TH EDITION**

**BOUVE COLLEGE OF HEALTH SCIENCES GRADUATE POLICIES AND REGULATIONS**
[https://bouve.northeastern.edu/undergraduate/student-manual/](https://bouve.northeastern.edu/undergraduate/student-manual/)

**IRB FORMS**
[http://www.northeastern.edu/research/facts_rates_forms/forms/#human_forms](http://www.northeastern.edu/research/facts_rates_forms/forms/#human_forms)

**LIBRARY SERVICES**
[http://library.northeastern.edu/](http://library.northeastern.edu/)

**SOFTWARE DOWNLOADS**
[https://www.northeastern.edu/its/general-access/](https://www.northeastern.edu/its/general-access/)
APPENDICES

All Appendices and Forms can be found on the DNP Program Community Information site on Blackboard. Please use the site to download the most current and up-to-date forms.

*Note: Bouvé and School of Nursing have the right to change and update forms throughout the academic year. There are often two forms to complete for any given process. For the most up to date information on forms and processes, please check in with the DNP Program Administrative Coordinator and Director.

APPENDIX 1: Guiding DNP Documents
APPENDIX 2: DNP Program Faculty
APPENDIX 3: Program Plan of Study
APPENDIX 4: E-Portfolio Sample Template
APPENDIX 5: DNP Competencies Grid
APPENDIX 6: Scholarly Project Proposal Approval Form
APPENDIX 7: IRB Assurance Form
APPENDIX 8: Scholarly Project Completion Form
APPENDIX 9: University Quick Guide
APPENDIX 10: Nurse Faculty Loan Program (NFLP) Application
APPENDIX 1: Guiding DNP Documents

Although many professional nursing standards and guidelines are used to some degree in the development and refinement of all SON programs, the major documents used consistently by faculty to guide the initial DNP curriculum development, evaluation, and revision are as follows and can be found on the DNP Community Site on Blackboard:


In addition, faculty have used the following major reports to guide further curriculum revisions in relation to the specific program outcomes and threads.

Sample Program Faculty, Part Time & Affiliate Faculty, and Advisory Board
A full list of Scholarly Project Advisors can be found in the Scholarly Project Booklets on the DNP website: http://www.northeastern.edu/bouve/nursing/programs/doctor-nursing-practice/

Michele DeGrazia, PhD, RN, NNP, FAAN
DNP Faculty and DNP Advisory Board
NRSG 7920, NRSG 7921, NRSG 7922, NRSG 7923

Nancy Dirrubo, DNP, RN, FNP, FAANP
DNP Faculty and DNP Advisory Board
NRSG 7925

Colleen Dutile Koob, DNP, RN, PNP
DNP Faculty and DNP Advisory Board
NRSG 6341

Sharon Kuhrt, DNP, RN
DNP Faculty and Advisory Board
NRSG 6306, NRSG 6300

Kelly McCue, DNP, MSN, AOCNS, RN
DNP Faculty and DNP Advisory Board
NRSG 7924

Ethan Paul Schuler DNP, MSN, RN, CPNP-PC/AC
DNP Faculty and Advisory Board
NRSG 7921, NRSG 7922, NRSG 7923

Melissa Taylor, DNP, MPH, RNC-OB, CEN, CPEN
DNP Faculty and DNP Advisory Board
NRSG 7100
### Post-Master’s DNP Option

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Cr</th>
<th>Semester/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 7100</td>
<td>Leadership and Advanced Practice Nursing</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 7924</td>
<td>Epidemiology &amp; Advanced Nursing</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 6306</td>
<td>Health Informatics 1</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 7920</td>
<td>Steps to Practice Inquiry</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 6300</td>
<td>Health Care Finance &amp; Marketing</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 7925</td>
<td>Health Policy and Advocacy</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 7921</td>
<td>Scholarly Project I</td>
<td>3</td>
<td>X X</td>
</tr>
<tr>
<td>NRSG 7922</td>
<td>Scholarly Project II</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>NRSG 7923</td>
<td>Scholarly Project III</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>Any grad level course-needs DNP director approval</td>
<td>Elective: ___________________________</td>
<td>3</td>
<td>X</td>
</tr>
</tbody>
</table>

**Total Credits Required:** 30

**Expected Leadership Symposium Date:**

**Expected Graduation Date:**

**Advanced Standing:**

**Transfer Credits:**

**Waived***:**

*Must be replaced with equivalent elective credits

**Notes:**

____________________________

____________________________

**DNP Student Signature & Date**

**DNP Director Signature & Date**
The University has a site license for the Digitation ePortfolio platform. You can log into the program to look at it at www.northeastern.edu/myneufolio.

Students should also have access via the DNP Community Site on Blackboard, which hosts an updated tutorial: https://neu.tegrity.com/#/recording/0fc20c4a-9efc-4ea1-9948-bcab96c901a5?playbackToken=27NU0SGG2TBNW.

You can find additional tutorials at http://www.ats.neu.edu/teaching-technology/digication/.
## APPENDIX 5: DNP Competencies Grid

<table>
<thead>
<tr>
<th>Competency</th>
<th>Met Yes/NO</th>
<th>Evidence</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential I: Scientific Underpinnings for Practice</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking/ IOM 4. Apply Quality Improvement/ IPEC 1. Values/ Ethics for Interprofessional Practice</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Essential III: Clinical Scholarship and Analytical Methods for Evidence-Based Practice/ IOM 3. Employ Evidence-Based Practice</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Essential IV: Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care/ IOM 5. Use Informatics/ IPEC 3. Interprofessional Communication</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Essential V: Health Care Policy for Advocacy in Health Care</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Essential VII: Clinical Prevention and Population Health for Improving the Nation’s Health/ IOM 1. Provide Patient-Centered Care</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Essential VIII: Advanced Nursing Practice/ IPEC 2. Roles/Responsibilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 6: Proposal Approval Form

Doctor of Nursing Practice (DNP)

DNP Scholarly Project Proposal Approval Form

This is to certify that the DNP Scholarly Project Proposal titled,

for ___________________________ (student name) ___________________________ (ID#)

has been approved.

DNP Scholarly Project Advisor ___________________________ Date ______

DNP Scholarly Project Seminar Instructor ___________________________ Date ______

Received and approved by DNP Director: ___________________________ Date ______

Submitted to IRB Date ______

IRB approval Date ______

Approved DNP Task Force 11/09; Revised 7/2017
APPENDIX 7: IRB Assurance Form

Northeastern University
Institutional Review Board
ASSURANCE OF PRINCIPAL INVESTIGATOR

Investigator(s): ____________________________
Title of Proposal: ____________________________

To give assurance, please read and initial each statement, then sign below.

___1. I have read and understand Northeastern University’s Policies and Procedures Concerning the Protection of Human Subjects and the Federal Wide Assurance. I give my assurance that I, and all members of the research team, will adhere to the policies in this research.

___2. I assure that no participants will be recruited or enrolled, and no data will be collected, without current, written approval from Northeastern University, and other sites as required.

___3. I assure that the rights and welfare of all participants will be protected according to the procedures approved for this project by the NU IRB.

___4. I assure that all risks or discomforts to subjects will be clearly explained, and that I will demonstrate how risks are outweighed by potential benefits to the subject or by the importance of the knowledge to be gained.

___5. I assure that the informed consent of all participants will be obtained by methods that meet the requirements of Northeastern University’s policy and assurance procedures.

___6. I assure that no changes in research activity will be initiated without prior NU IRB review and approval, except where necessary to eliminate apparent immediate hazard to the subjects.

___7. I assure that I will report any problems involving risks to human subjects or others promptly to the Office of Human Subject Research Protection.

___8. I assure that there are no financial or other relationships (e.g., stock ownership, advisory board, speaker’s bureaus, honoraria) that might be viewed as creating a conflict of interest.

Signature: ____________________________ Date: ____________________________
Principal Investigator / Faculty Advisor

For student research, the faculty advisor is the principal investigator for the study and is primarily responsible for the ethical conduct of the research. Faculty must review and approve student research prior to submission for NU IRB review. Student investigators must sign this Assurance also.

Signature: ____________________________ Date: ____________________________
Student Investigator

DEPARTMENT CHAIR/PROGRAM DIRECTOR SIGNATURE (Required)
I am aware that this protocol is being submitted to the Northeastern University IRB. I do not make any assertions about human subject protections for this research project.

Signature: ____________________________ Date: ____________________________
Department Chair or Program Director

Please return completed form to Nan C. Regina, Director, Human Subject Research Protection with the exception of forms from faculty and students of the College of Professional Studies, which should be submitted to Kate Skophammer, IRB Coordinator for CPS.

Nan C. Regina, Director
Northeastern Univ., Human Subject Research Protection
360 Huntington Avenue, Mailstop: 490 Renaissance Park
Boston, MA 02115-5000
Tel: 617.373.4588; Fax: 617.373.4595; n.regina@neu.edu

Kate Skophammer, IRB Coordinator
Northeastern University, College of Professional Studies
Tel: 617.390.3450; k.skophammer@neu.edu

CPS forms only

IRB 07-2016
Appendix 7: Project Completion Form

Doctor of Nursing Practice (DNP) Program

DNP Scholarly Project Completion Approval Form

This is to certify that ________________________________ ID# ______________________, a DNP student in the School of Nursing has completed his/her DNP Scholarly project

______________________________________________
on __________________ (date).

DNP Scholarly Project Advisor __________________________ Date __________

DNP Scholarly Project Seminar Instructor __________________________ Date __________

Written: Approved ____________ Failed ____________

Oral: Approved ____________ Failed ____________

DNP Director ______________________________________ Date __________

Approved DNP Task Force 11/09; Revised 7/2017
## APPENDIX 9: University Quick Guide

<table>
<thead>
<tr>
<th>School of Nursing Graduate Student Handbook</th>
<th>Bouvé Graduate Student Handbook</th>
<th>Northeastern Graduate Catalog</th>
</tr>
</thead>
</table>

- Registration
- Class cancelations
- Campus resources
- Blackboard support
- Campus Activities
- Parking
- School of Nursing faculty contact information
- Husky ID
- Campus Safety and Security
- General Regulations
- Academic and Professional Conduct
- Health Certification
- Accommodations for Students with Disabilities
- Provisional & Conditional Acceptances
- Academic Progression
- Program Extension Procedures
- Academic Standing
- Academic Probation
- Academic or Research Dishonesty
- Dismissal Procedures
- Withdrawal Procedures
- Course Transfer & Forms
- Course Waiver & Forms
- Directed Study Courses & Forms
- Leave of Absence
- Graduation Policies
- Incomplete Contracts
- Special Student Status
- Regulations Applying Only to Doctoral Students
- General Regulations and Requirements for Doctoral Students
- Information for International Students
- Student Resources
- Refund Policies and Official Withdrawal Adjustments
- Financial Aid Policies
- Billing Policies
- Attendance Policies
- Leave of Absence
- Grading Policies
  - Incompletes
  - Substitute Courses
  - Repeating Courses
  - Clearing Academic Deficiency
  - Auditing
  - Appeal of Final Grades
- FERPA
- Grievance Procedure
- Academic Integrity Policy
- Appropriate Use of Computer and Network Policy
- Copyright
- Media and Public Appearances
- Students’ Bill of Academic Rights and Responsibilities
# APPENDIX 10: Nurse Faculty Loan Program (NFLP) Application

## 2019-2020 Nurse Faculty Loan Program (NFLP) Application

<table>
<thead>
<tr>
<th>Name</th>
<th># of credits taking</th>
<th>$ amount requested for each semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Fall 2019: # credits</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Town of residence</th>
<th>Spring 2020: # credits</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My gender is:</th>
<th>Female</th>
<th>Male</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I am the first generation in my family to attend college</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I am in the:</th>
<th>Master's to DNP</th>
<th>Master's to PhD</th>
<th>BS to PhD</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>My current nursing practice is:</th>
<th>CRNA</th>
<th>Nurse Practitioner: type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nurse Midwife</th>
<th>Nurse Administrator</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2019-2020 academic year will be my</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I have received funds from the NFLP previously.</th>
<th>Yes, for ___ years</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I am a citizen of the U.S., a non-citizen national, or a foreign national having in my possession a visa permitting permanent residence in the United States.</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I am a veteran:</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I am of Hispanic, Latino, or Spanish origin?</th>
<th>Mexican, Mexican American, Chicano</th>
<th>Puerto Rican</th>
<th>Cuban</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>My race is: (check all that apply)</th>
<th>American Indian or Alaska Native</th>
<th>Asian</th>
<th>Black or African American</th>
<th>Native Hawaiian or Other Pacific Islander</th>
<th>White</th>
<th>Other, __________________________</th>
</tr>
</thead>
</table>

| I am a student in good standing (GPA ≥ 3). | Yes | No | | |
|------------------------------------------|-----|----| | |

| I have a judgment lien against me on default on a Federal debt, 28 U. S. C. 3201(e). | Yes | No | | |
|-------------------------------------------------------------------------------------|-----|----| | |

The above information is correct and complete, and I hereby authorize verification as required by the school. I agree to the service obligation associated with the Nurse Faculty Loan Program to be eligible to receive a loan under this program. If funded, I understand Northeastern University may submit data from this form for annual reports due to HRSA regarding distribution of monies awarded through the NFLP.

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Return completed form to DNP/PhD Administrative Coordinator. Please put (NFLP Application) in subject line.

Loans will be administered on a first-come-first-serve basis, submit soon!