

DNP Practice Partner Handbook



DNP Post-Master's Degree Option Practice Partner Manual

Disclaimer Statement: These guidelines have been prepared to inform you of the selected policies, procedures, and activities within Arkansas State University's DNP Post-masters option.

As registered nurses, graduate students must adhere to all rules and regulations in the Nurse Practice Act in your state.

COLLEGE OF NURSING AND HEALTH PROFESSIONS

Graduate School of Nursing | P.O. Box 910, State University, AR 72467 | P: 870-972-3701 | F: 870-972-2954

COLLEGE OF NURSING AND HEALTH PROFESSIONS

School of Nursing | P.O. Box 910, State University, AR 72467 | P: 870-972-3074 | F: 870-972-2954

Dear Practice Partner,

A Doctor of Nursing Practice student's Practice Partner has a crucial role in preparing the student for a future in practice change. We are very grateful for your willingness to share your expertise and professional time with our graduate students.

The guidelines presented in this Practice Partner Handbook are designed to provide you with supporting information for the practicum courses. Practicum hours focus on the areas associated with role-specific competencies in a variety of settings. A university/college and facility contract must also be secured and approved prior to the student beginning their Practicum experience. Your role as a Practice Partner is to guide the students as they learn the role of the Doctor of Nursing Practice. The student does not always have to be with you physically. You can identify meetings and experiences that may be beneficial to student learning and support your student's entry into the role of the Doctor of Nursing Practice.

We cannot express our appreciation enough for the time you take to mentor and guide our students. This clinical practice is a valuable experience for students because it provides them the opportunity to apply what they have learned in coursework to prepare them for future roles.

Please let us know if you have any questions, concerns, or even ideas for program improvement. Nursing is a team effort and we value your contribution to the student's educational experience!

Sincerely,

Linda Latting, DNP, MSN, RN
DNP Program Coordinator
870-972-3074

TABLE OF CONTENTS

Practice Partner Letter	1
DNP Practicum Guidelines.....	3-5
Course Descriptions.....	6
Plans of Study	7-12
Practice Partner Evaluation of Student.....	13-14
Student Evaluation of Practice Partner.....	15
Student Evaluation of Facility.....	16
Practice Partner Forms	18-20
Additional Information.....	21

Arkansas State University
School of Nursing
DNP PM Practicum Guidelines

PRACTICE PARTNER ROLE DEFINITION: A terminally degreed expert who agrees to provide support and guidance for a DNP student completing a post-master DNP practicum experience. The Practice Partner must have a minimum of 2 years of working experience in the last 5 years. Students should brainstorm, upon entry to the program, about any terminally degreed expert that may be willing to work with them in this capacity, even if they are not located at the project completion site.

Final grading of A-State course assignments will be completed by the course faculty.

PRACTICE PARTNER AGREEMENTS: The Practice Partner is asked to complete an A-State School of Nursing Practice Partner Agreement and return it to the DNP student for submission to the DNP Program Coordinator.

PRACTICE PARTNER EXPECTATIONS

Practice Partner Activities Prior to or at the Beginning of Practicum:

- Orient student to professional role and negotiate placement details
- Tour the clinical facility and discuss clinical supervision protocols
- Share helpful contacts within the facility
- Clarify information on key components of this practicum course: Course syllabus, description, and objectives with these topics in mind
- Explain decision-making in the provision of team coordination and accountability for health care delivery
- Assist with scheduling process of team meetings/committees (preparing and conducting)
- Discuss/describe quality improvement or implementation of evidence into practice (sometimes called translation science)
- Clarify legal, policy, and ethical issues

Practice Partner Activities during the Practicum:

- Collaborate on planning and assessment of assignments
- Assist in selecting a topic for the student's quality improvement project (not a research project)
- Communicate periodically with the student on practicum progress and outcomes (how things are going)
- Notify the faculty if the student is not progressing clinically or if there is a breach in professionalism by the student
- Verify the student's activity log weekly

Practice Partner Activities at the end of Practicum:

- Complete the Practice Partner's Evaluation of Student, if applicable, based on course objectives

STUDENT EXPECTATIONS FOR THE PRACTICUM SETTING

Note: If you are currently enrolled in one of the nurse administrator/nurse educator/general options in the clinical/academic setting of your practicum, it is important that you identify how the activities you are carrying out meet objectives that are clearly differentiated from your current administrative/educator/general role.

Please contact the A-State course faculty for any questions or concerns. A-State course faculty will assign grades to assignments and consult the DNP Practice Partner for any questions or concerns.

1. The student contacts the DNP Practice Partner and sets up a meeting to discuss the project, the clinical objectives, and practicum expectations as well as course, content, and requirements per the syllabus and days/times of attendance in the clinical setting.
2. The student works with the course faculty and DNP Program Coordinator to ensure Practice Partner agreements are signed. The student will obtain information from the assigned Practice Partner and email all required clinical documents to the DNP Program Coordinator. These documents will be reviewed and the student notified if the clinical rotation is approved.
3. The student will collaborate with the Practice Partner to develop a schedule and will work together with the faculty Practice Partner to determine how practicum hours will be achieved. The student is responsible for maintaining a log of all practicum hours.
4. The student will adhere to the A-State Professionalism Policy for the course. The student will always conduct him or herself in a professional manner during the clinical Practice Partnership.

As part of the practicum expectations students are to:

- Provide the Practice Partner with the Practice Partner and Student Handbooks.
- Meet course/clinical objectives that align with the AACN Essentials and the student DNP project
- Document hours in the clinical log/portfolio
- Complete the Student Evaluation of Practicum Practice Partner and Student Evaluation of Facility
- Complete the Practicum Faculty Evaluation

Nursing Program/Course Faculty Responsibilities

1. Orients student and Practice Partner to the clinical experience.
2. Provides the Practice Partner an orientation to the philosophy, curriculum, course, and clinical objectives of the nursing program.
3. Discuss student expectations, skill performance, student guidelines for performance, and methods of evaluations.
4. Assumes overall responsibility for teaching and evaluation of the student.

5. Assure student compliance with standards on immunizations, CPR and current DNP Student liability coverage.
6. Work cooperatively with Practice Partner and institution to determine student learning needs and appropriate assignments.
7. Communicate assignments and other essential information to the Practice Partner.
8. Communicates with Practice Partner and student to monitor progress and evaluate the learning experience.
9. Readily available by phone or email for consultation regarding student performance.
10. Receives feedback from the Practice Partner regarding student performance.
11. Reviews portfolio and practicum log with the student in relationship to course competencies and personal objectives and provides feedback as indicated or needed.
12. Provide the final decision-making in the student's evaluation process, integrating input from student and Practice Partner.

DNP PROJECT & CLINICAL COURSE DESCRIPTION

NURS 8313
DNP Internship I

Practice opportunities, including in-depth work with experts from nursing and other disciplines. Emphasis is on the preparation for the DNP project. Restricted to Doctor of Nursing Practice

NURS 8323
DNP Internship II

Practice opportunities, including in-depth work with experts from nursing and other disciplines. Emphasis is on the preparation for the DNP project. Restricted to Doctor of Nursing Practice.

NURS 8333
DNP Internship III

NURS 8263
DNP Project

A culmination of the two translation research courses where students implement a translation project, including the analysis and dissemination of the results. Restricted to Doctor of Nursing Practice.

NURS 881V

Application of the DNP competencies through clinical practice activities. Required for students needing additional clinical hours to meet the AACN 1,000-hour requirement based on the number of MSN clinical hours completed. Each credit hour requires 60 clinical practice hours. Restricted to Doctor in Nursing Practice

Students should provide the course schedule and Syllabus to the DNP Practice Partner.

Degree Plans of Study for the Post-masters DNP

Full-Time Degree Plan – Doctor of Nursing Practice General

	Courses	
7-Week Term	Course #1	Course #2
1st Semester, Part of term 1	NURS 8123 Leadership, Policy, and Healthcare Systems CR3	NURS 8113 Theoretical Foundations for Doctor of Nursing Practice CR3
1st Semester, Part of term 2	NURS 8153 Healthcare Informatics in Advanced Nursing CR3	NURS 8133 Epidemiology for the DNP CR3
2nd Semester, Part of term 1	NURS 8143 Healthcare Finance in Advanced Nursing CR3	NURS 8163 Principles of Healthcare Ethics & Genetics CR3
2nd Semester, Part of term 2	NURS 8213 Translational Research for Doctor of Nursing Practice I CR3	NURS 8313 DNP Internship I (180 clinical hours) CR3
3rd Semester, Part of term 1	NURS 8223 Translational Research for Doctor of Nursing Practice II CR3	NURS 8323 DNP Internship II (180 clinical hours) CR3
3rd Semester, Part of term 2	NURS 8263 DNP Project CR3	NURS 8333 DNP Internship III (180 clinical hours) CR3
4th Semester, Part of term 1 & 2 as needed	NURS 881V if needed	NURS 881V

Full-Time Degree Plan – Doctor of Nursing Practice Education

7-Week Term	Courses	
	Course #1	Course #2
1st Semester, Part of term 1	NURS 8123 Leadership, Policy, and Healthcare Systems CR3	NURS 6623 Curriculum Development in Health Professions CR3
1st Semester, Part of term 2	NURS 8153 Healthcare Informatics in Advanced Nursing CR3	NURS 6853 Teaching in Advanced Nursing Roles CR3
2nd Semester, Part of term 1	NURS 8143 Healthcare Finance in Advanced Nursing CR3	HP 6043 Measurement and Evaluation in Health Sciences CR3
2nd Semester, Part of term 2	NURS 8213 Translational Research for Doctor of Nursing Practice I CR3	NURS 8313 DNP Internship I (180 clinical hours) CR3
3rd Semester, Part of term 1	NURS 8223 Translational Research for Doctor of Nursing Practice II CR3	NURS 8323 DNP Internship II (180 clinical hours) CR3
3rd Semester, Part of term 2	NURS 8263 DNP Project CR3	NURS 8333 DNP Internship III (180 clinical hours) CR3
4th Semester, Part of term 1 & 2 as needed	NURS 881V if needed	NURS 881V

Full-Time Degree Plan – Doctor of Nursing Practice Executive Leadership

7-Week Term	Courses	
	Course #1	Course #2
1st Semester, Part of term 1	NURS 8123 Leadership, Policy, and Healthcare Systems CR3	HP 5113 Leadership in Health Professions CR3
1st Semester, Part of term 2	NURS 8153 Healthcare Informatics in Advanced Nursing CR3	HP 6323 Healthcare Law and Quality Improvement CR3
2nd Semester, Part of term 1	NURS 8143 Healthcare Finance in Advanced Nursing CR3	NURS 6353 Budgeting and Financial Management CR3
2nd Semester, Part of term 2	NURS 8213 Translational Research for Doctor of Nursing Practice I CR3	NURS 8313 DNP Internship I (180 clinical hours) CR3
3rd Semester, Part of term 1	NURS 8223 Translational Research for Doctor of Nursing Practice II CR3	NURS 8323 DNP Internship II (180 clinical hours) CR3
3rd Semester, Part of term 2	NURS 8263 DNP Project CR3	NURS 8333 DNP Internship III (180 clinical hours) CR3
4th Semester, Part of term 1 & 2 as needed	NURS 881V if needed	NURS 881V

Part-Time Degree Plan – Doctor of Nursing Practice General

7-Week Term	Courses
1st Semester, Part of term 1	NURS 8123 Leadership, Policy, and Healthcare Systems CR3
1st Semester, Part of term 2	NURS 8153 Healthcare Informatics in Advanced Nursing CR3
2nd Semester, Part of term 1	NURS 8143 Healthcare Finance in Advanced Nursing CR3
2nd Semester, Part of term 2	NURS 8113 Theoretical Foundations for Doctor of Nursing Practice CR3
3rd Semester, Part of term 1	NURS 8133 Epidemiology for the DNP CR3
3rd Semester, Part of term 2	NURS 8163 Principles of Healthcare Ethics & Genetics CR3

7-Week Term	Courses
4th Semester, Part of term 1	NURS 8213 Translational Research for Doctor of Nursing Practice I CR3
4th Semester, Part of term 2	NURS 8223 Translational Research for Doctor of Nursing Practice II CR3
5th Semester, Part of term 1	NURS 8313 DNP Internship I (180 clinical hours) CR3
5th Semester, Part of term 2	NURS 8323 DNP Internship II (180 clinical hours) CR3
6th Semester, Part of term 1	NURS 8333 DNP Internship III (180 clinical hours) CR3
6th Semester, Part of term 2	NURS 8263 DNP Project CR3
7th Semester, Part of term 1 & 2 as needed	NURS 881V if needed

NURS 88

Part-Time Degree Plan – Doctor of Nursing Practice Education

7-Week Term	Courses
1st Semester, Part of term 1	NURS 8123 Leadership, Policy, and Healthcare Systems CR3
1st Semester, Part of term 2	NURS 8153 Healthcare Informatics in Advanced Nursing CR3
2nd Semester, Part of term 1	NURS 8143 Healthcare Finance in Advanced Nursing CR3
2nd Semester, Part of term 2	NURS 6623 Curriculum Development in Health Professions CR3
3rd Semester, Part of term 1	NURS 6853 Teaching in Advanced Nursing Roles CR3
3rd Semester, Part of term 2	HP 6043 Measurement and Evaluation in Health Sciences CR3

7-Week Term	Courses
4th Semester, Part of term 1	NURS 8213 Translational Research for Doctor of Nursing Practice I CR3
4th Semester, Part of term 2	NURS 8223 Translational Research for Doctor of Nursing Practice II CR3
5th Semester, Part of term 1	NURS 8313 DNP Internship I (180 clinical hours) CR3
5th Semester, Part of term 2	NURS 8323 DNP Internship II (180 clinical hours) CR3
6th Semester, Part of term 1	NURS 8333 DNP Internship III (180 clinical hours) CR3
6th Semester, Part of term 2	NURS 8263 DNP Project CR3
7th Semester, Part of term 1 & 2 as needed	NURS 881V if needed

Part-Time Degree Plan – Doctor of Nursing Practice Executive Leadership

7-Week Term	Courses
1st Semester, Part of term 1	NURS 8123 Leadership, Policy, and Healthcare Systems CR3
1st Semester, Part of term 2	NURS 8153 Healthcare Informatics in Advanced Nursing CR3
2nd Semester, Part of term 1	NURS 8143 Healthcare Finance in Advanced Nursing CR3
2nd Semester, Part of term 2	HP 5113 Leadership in Health Professions CR3
3rd Semester, Part of term 1	HP 6323 Healthcare Law and Quality Improvement CR3
3rd Semester, Part of term 2	NURS 6353 Budgeting and Financial Management CR3

7-Week Term	Courses
4th Semester, Part of term 1	NURS 8213 Translational Research for Doctor of Nursing Practice I CR3
4th Semester, Part of term 2	NURS 8223 Translational Research for Doctor of Nursing Practice II CR3
5th Semester, Part of term 1	NURS 8313 DNP Internship I (180 clinical hours) CR3
5th Semester, Part of term 2	NURS 8323 DNP Internship II (180 clinical hours) CR3
6th Semester, Part of term 1	NURS 8333 DNP Internship III (180 clinical hours) CR3
6th Semester, Part of term 2	NURS 8263 DNP Project CR3
7th Semester, Part of term 1 & 2, as needed	NURS 881V if needed

Practice Partner Evaluation of Student if Applicable

Student Name: _____ Inclusive Dates: _____

Practice Partner: _____

Thank you for the opportunities that you provided for the student during the course of the semester. This is an opportunity for you to share your view on the student's performance. Please share your perceptions by rating the student on the following items and adding any comments you desire. Your input is valued and appreciated. **Please mail or email completed evaluation directly to the instructor. DO NOT give the completed form to the student.**

	Fair		Good		Excellent
1. Integrates advanced nursing knowledge and organizational theory.	1	2	3	4	5
2. Proposes culturally appropriate solutions to foster quality improvement and safe care	1	2	3	4	5
3. Maintains professional relationships and timely interaction with Practice Partner, staff and patients/families/populations. (collaborates and consults)	1	2	3	4	5
4. Functions as a professional role model.	1	2	3	4	5
5. Demonstrates leadership skills through effective planning, providing, and managing healthcare.	1	2	3	4	5
6. Demonstrates initiative in identifying opportunities for self-development.	1	2	3	4	5
7. Serves as a resource person by assisting with problem identification and resolution, including patient care technologies.	1	2	3	4	5
8. Assesses educational needs and use effective strategies when teaching patients, families, and/or staff.	1	2	3	4	5
	Fair		Good		Excellent
9. Utilizes ethical/legal guidelines which apply to nursing role development.	1	2	3	4	5
10. Participates actively in the clinical environment.	1	2	3	4	5
11. Contributes to a positive work environment. (collaborates, consults, coordinates care)	1	2	3	4	5
12. Maintains current knowledge in an evidence					

based approach in decision making. 1 2 3 4 5

13. Dependable, motivated, responsible, and demonstrates initiative. 1 2 3 4 5

14. Accepts constructive feedback and incorporates it into practice as appropriate. 1 2 3 4 5

Comments: This is a valuable part of the evaluation of the student and we appreciate the time required to complete this section. Please use additional pages as necessary. Comments are especially important for any marginal or exceptional ratings.

Strengths:

Areas Needing Improvement or Work:

Practice Partner Signature: _____ Date: _____

Return to:

Student Evaluation of Practice Partner if Applicable

Practice Partner: _____

Site: _____

Completed by: _____

Date: _____

Instructions:

1. Please mark an **X** in the most appropriate space after each statement below to provide summative feedback to the Practice Partner named above..
2. Space is provided after each statement if you choose to add any written comments.

Quality	Seldom	Sometimes	Frequently	N/A	Comments
1) Is available to student.					
2) Demonstrates understanding of the DNP Role.					
3) Utilizes student's strengths and knowledge.					
4) Role model for Doctor of Nursing Practice.					
5) Demonstrates effective rapport with learners.					
6) Encourages student to assume increasing responsibility during experience.					
7) Assists student in identifying goals and needs for experience.					
8) Considers student's limits according to status in program.					
9) Provides immediate and adequate feedback to questions					

Student Evaluation of Facility

Practice Partner Name: _____ Semester: _____

Constructive evaluation is a valuable tool utilized by the faculty as a method for quality control of the curriculum. Student evaluations are viewed by the faculty and administration as one method for maintaining high, consistent levels of quality education in the School of Nursing. As a professional nursing student, evaluation requires maturity and objectivity. This evaluation tool is the student's opportunity to participate in the ongoing evaluation process. Please read each item carefully, then select the category that you feel correlates with your feelings about the statement.

Rating scale:

4 = Excellent

3 = Above average

2 = Average

1 = Needs improvement

Practicum Applications	4	3	2	1	0
1. The practicum facility was appropriate and offered adequate learning opportunities.					
2. The facility provided a diverse set of learning experiences including multi-disciplinary collaboration.					
3. The facility accommodated student experiences with a wide variety of teaching/learning experiences.					
4. The facility onboarding process (i.e., facility student orientation) was well-organized and easy to complete.					

5. What are the strengths of this facility to provide practicum experiences?

6. What suggestions do you have for enhancing experiences at this facility?

Additional comments (your comments are appreciated and are used to ensure that clinical experiences are appropriate):

DNP Project Completion Site Request
(If not completing project at your place of employment)

Please provide the following information to the Clinical Coordinator and DNP Program Coordinator immediately upon admission to the program. Delays in submitting this Site Request may result in an interruption in the original plan of study and delay completion of the program.

Name of desired site for DNP project completion:

Physical address of the chosen site for DNP project completion:

Name of the person at this site authorized to sign clinical affiliation agreements:

Email address and phone number of the person authorized to sign clinical affiliation agreements:

**Arkansas State University School of Nursing
Clinical Practice Partner Verification Form
(Use if you are NOT completing your project at your place of employment)**

Directions: Identify a terminally degreed expert who is willing to coach/mentor you in your efforts to complete your project. Ask them to complete this form. Once completed, electronically submit this form **along with the Practice Partner's CV** to the DNP Program Coordinator

Note: Illegible forms will be returned to the student.

Clinical Practice Partner's Name & Credentials: _____

Clinical Practice Partner's Title/position: _____

Clinical Practice Partner's Employer: _____

Clinical Practice Partner Employer's Address: _____

RN and APRN (if applicable) license number/s including state _____

Clinical Practice Partner's Contact information:

Email: _____

Telephone number: _____

Mailing Address: _____

Terms of Agreement

I agree to be the practice partner for the student listed above during the time needed to complete the DNP project for A-State's School of Nursing and will submit a current CV to the School of Nursing. I am aware of the time and responsibility that is required to advance student learning. I understand the student is not allowed to have patient interaction for this project. I verify that I am employed at the facility in which the DNP project will be completed.

Practice Partner Signature

Date

Please Print Name

SAMPLE SCHOOL/SITE PERMISSION LETTER

[Place on clinical site's letter head]

Date

Arkansas State University – Jonesboro Institutional Review
Board
c/o Research and Technology Transfer Post Office Box
2760
State University, Arkansas 72467 To Whom It

May Concern:

A Doctor of Nursing Practice student in the Arkansas State University-Jonesboro Department of Nursing has requested permission to complete the Doctor of Nursing Practice Project named below at {Insert School/Institution/Clinic Name} during the period of {Insert Start Date} to {Insert End Date}.

This letter notifies you that I/we grant permission to {Insert Student Name}, a student of Arkansas State University-Jonesboro Doctor of Nursing Practice Program, to collect data at the location listed below.

Project Title: {insert your quality improvement project title here} Principal

Investigator(s): {insert your name here}

Study Site Location: {insert Institution/Clinic name here}
{ Street address }
{ City, State, zip code }

Permission granted by:

Print Name and Title

Clinical Practice Partner Site Agreement Form
(If the DNP project will be completed at your place of employment)

DNP Student/A-State ID number _____

Practice Partner Name: _____ E-mail address: _____

Preferred Contact: Home Phone _____ Cell Phone _____ E-mail _____

Title: _____ Credentials: _____

License #s _____ State: _____ Expiration Date: _____

Project Site: _____

Project Site Address: _____

Terms of Agreement

I agree to be the practice partner for the student listed above during the time needed to complete the DNP project for A-State's School of Nursing and **will submit a current CV to the School of Nursing**. I am aware of the time and responsibility that is required to advance student learning. I understand the student is not allowed to have patient interaction for this project. I verify that I am employed at the facility in which the DNP project will be completed.

Practice Partner Signature

Date

Please Print Name

The DNP student agrees to the following. Please initial each statement and sign and date below:

_____ I agree to maintain professional liability insurance coverage as required by the DNP program for the duration of the period of time needed to complete the DNP project.

_____ I understand the DNP project does not involve contact with or treatment of any patient.

_____ I understand that patient health information cannot be utilized in the DNP project without execution of a clinical affiliation agreement between A-State and the clinical facility.

_____ I have spoken to my employer, where I will be completing my DNP project, and they have no objection or restrictions regarding the publication of my DNP project.

_____ I understand I must submit a current CV from my Practice Partner to the DNP Program Coordinator.

Student Signature

Date

Printed Name

Additional Information:

For more information regarding the Arkansas State University School of Nursing, click on the following link:

<https://www.astate.edu/college/conhp/departments/nursing/index.dot>

For more information regarding the DNP Options, click on the following link:

<https://www.astate.edu/college/conhp/departments/nursing/degrees/>

For more information regarding the DNP, General option, click on the following link:

<https://degree.astate.edu/programs/doctor-of-nursing-practice-general.aspx>

For more information regarding the DNP, Education option, click on the following link:

<https://degree.astate.edu/programs/doctor-of-nursing-practice-education.aspx>

For more information regarding the DNP, Leadership option, click on the following link:

<https://degree.astate.edu/programs/doctor-of-nursing-practice-leadership.aspx>

For more information on the DNP Final Project, click on the following link:

<https://www.aacnnursing.org/our-initiatives/education-practice/doctor-of-nursing-practice/tool-kit>