As of June 2024, the Doctor of Nursing Practice Student Handbook is in the process of being reviewed and revised.

ANNIE TAYLOR DEE
SCHOOL OF
NURSING

Doctor of Nursing Practice
Student Handbook
2023–2024

WEBER STATE UNIVERSITY
Dumke College of Health Professions

Welcome

With great excitement and optimism, I want to welcome all new and continuing students to the Annie Taylor Dee School of Nursing at Weber State University as you embark on your graduate journey. You are an essential part of our online and campus community. Your faculty members are experts in nursing education and leadership, and they will work with you as instructors, mentors, and facilitators to prepare you for a successful career in healthcare. Throughout your graduate journey, you will have a variety of personal and professional opportunities for growth that will help you become a leader in your field. You will be the leaders, policymakers, and educators who can increase access, inclusion, and quality at this transformational time in nursing.

Please review this DNP Student Handbook as well as the Annie Taylor Dee School of Nursing Handbook, which applies to students in all nursing programs and will introduce you to our policies, procedures, and resources. I encourage you to read and understand the information in these handbooks, especially our codes of professionalism and ethical conduct, since you will need to complete the student handbook acknowledgment document before you begin your program of study. As a graduate nursing student, professionalism is paramount in collaborating with faculty, community, and peers.

Again, welcome to WSU, and congratulations on taking such an important step toward achieving your career goals.

Sincerely,

Carrie Jeffrey

Carrie Jeffrey, PhD(c), RN
DNP Program Director & Assistant Professor
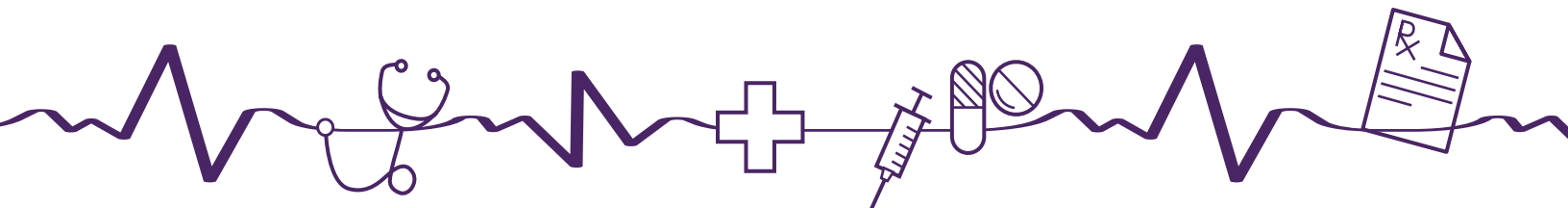
Administration & Staff
CONTACT

Carrie Jeffrey PhD(c), RN
DNP Program Director
Assistant Professor
Annie Taylor Dee School of Nursing
Weber State University
Marriott Allied Health 441
carriejeffrey@weber.edu
Office: 801-626-6922

Ann Rocha PhD, APRN, FNP-BC
Post BSN to DNP FNP Curriculum Coordinator
Associate Professor
Annie Taylor Dee School of Nursing
Weber State University
Marriott Allied Health 438
annrocha@weber.edu
Office: 801-626-6338

Catie Weimer
Graduate Programs Clinical/Marketing Coordinator
Annie Taylor Dee School of Nursing
Weber State University
Marriott Allied Health 420E
catherineweimer@weber.edu
Office: 801-626-6475

Lynda Blanch
Graduate Administrative Specialist
Annie Taylor Dee School of Nursing
Weber State University
Marriott Allied Health 420C
lyndablanch@weber.edu
Office: 801-626-7833

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DNP-FNP Student Information Only

Introduction

The information in this handbook is designed for graduate students enrolled in the Doctor in Nursing Practice (DNP) program. This handbook is a ready resource for you during your studies here and is designed for admitted and enrolled students. Changes to the handbook will be communicated to students using their Weber email, graduate program bulletin board, or Canvas courses.

The Weber State University (WSU) Annie Taylor Dee (ATD) School of Nursing (SON) Doctor of Nursing Practice (DNP) program is designed to prepare nurses for an advanced level of nursing science, leadership, and practice. The DNP is a translational, practice-focused doctoral degree that prepares students to evaluate the research to inform nursing practice and transform healthcare organizations. By developing a translational practice, graduates develop the skills to determine the credibility of the sources presented, use research findings to inform practice, improve patient safety, initiate quality improvement process improvements; and use existing and developing databases to guide quality improvement decisions for patients and populations at the systems level.

The DNP program has two-degree emphases, the Post-BSN to DNP-Family Nurse Practitioner (DNP-FNP) and the Post-Masters to DNP-Executive Leadership (DNP-ExL). The DNP-FNP emphasis is designed for the student who possesses a BSN and desires to obtain a family nurse practitioner (FNP) specialty certification. DNP-FNP students will complete education in a clinical specialty as part of their DNP degree, which will qualify them to sit for the FNP national certification examination. The DNP-ExL emphasis is for the expert nurse who has obtained a master's degree in nursing (MSN), public health (MPH), business administration (MBA), or health administration (MHA). Graduation from the DNP-ExL program emphasis is not associated with specialty certification, but students may be credentialed for additional post-master's national certifications.

Student Handbook Acknowledgment

The Annie Taylor Dee School of Nursing Student Handbook serves as an additional resource for any student enrolled in the program at Weber State University. All graduate students will acknowledge receipt of the ATDSN Handbook and upload a copy of their signed acknowledgment form in CastleBranch. Each student is responsible for reading and abiding by the information contained within the Student Handbook, the WSU Catalog, and WSU Student Code (PPM 6-22). Students will be provided with a link in their student CastleBranch account to complete this acknowledgment.

New Student Orientation

Congratulations on your acceptance to the graduate program. We are looking forward to meeting you. A real-time online orientation to the program is offered to students. Information regarding student orientation was given in the electronic acceptance packet. The orientation aims to develop a student-faculty community and provide essential information about the program before students begin their coursework. Students are required to attend the conference in zoom and provide documentation of attendance in CastleBranch.

For questions regarding new student orientation, contact the graduate administrative specialist.

Student Involvement

Student representation and input are valued as active student involvement, ensuring quality and growth. Graduate students are encouraged to participate in graduate-level faculty meetings and serve on the university student senate or other WSU student community councils. Graduate faculty meetings are held monthly and can be attended remotely (zoom) or in person. Contact the graduate administrative specialist or refer to the Graduate Bulletin Board on the nursing website for dates, times, and locations. Students are encouraged to keep in close contact with their faculty advisor by email each semester or more as needed. You will have the opportunity to work with an expert and caring faculty who can help you navigate online learning, course content, and the development of your future graduate project. ATDSN faculty are experts in nursing leadership and education and are eager to be of assistance but are also involved in teaching, research, clinical, and administrative practice.

The DNP Curriculum

The SON DNP-ExL and DNP-FNP program emphases are designed to prepare students to fulfill their future roles and responsibilities. The dynamic curriculum incorporates current standards, guidelines, and competencies from the following organizations to ensure the curriculum is current and grounded on evidence-based practice: The Quality and Safety Education for Nurses (QSEN), the American Association of Colleges of Nursing (AACN), the American Organization for Nursing Leadership (AONL), and the National Organization of Nurse Practitioner Faculties (NONPF).

The WSU ATD SON has adopted QSEN as the cornerstone of their SON Student Learning Outcomes (SLOs) and end-of-program student learning outcomes (EPSLOs). The six competencies include patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. The DNP EPSLOs and role-specific competencies (RSCs) are also derived from AACN, AONL, and other national guidelines. The ATD SON SLOs are leveled to meet degree-specific requirements in each program and guide course development for the DNP program (Table 1.0 EPSLOs & RSCs). The ATDSN established a method for assessing end-of-program student learning outcomes titled, Signature Assignments. Signature assignments are learner-centered to measure significant and essential learning that students should accomplish at the end of the program. Signature assignments focus on high-priority learning and are directly aligned to program EPSLOs and RSCs

Courses are structured to foster DNP Program EPSLOs through various instructional techniques and learning activities, including digital learning and literacy. Each course is administered through Canvas® Learning Management System (LMS) and utilizes online, virtual (synchronous), hybrid, and face-to-face instruction depending on the program's emphasis. For example, the DNP-ExL courses are entirely online and structured to meet working professionals' needs. The DNP-FNP emphasis is a hybrid program with online didactic courses, face-to-face (lab/clinical), and virtual (synchronous). The Development of advanced practice registered nurse (APRN) clinical skills is designed to meet national guidelines and RSCs, and are offered in a face-to-face classroom environment. Students must attain an 80% score or higher in graduate courses to progress in the program.

DNP-FNP Program of Study

The DNP-FNP program emphasizes is a full-time, hybrid program with students registering for 7-11 graduate credit hours per semester. Physical attendance is required on campus for lab (6-12 days a semester), virtually for classes (4-5 days a semester), and during FNP clinical rotations. Clinical rotations require 180 hours of patient contact for the last four semesters of study, requiring intensive student learning experiences. The remaining course, clinical, and lab hours will be completed online in Canvas. Semester face-to-face campus schedules vary based on specific course activities, lab sessions, and interprofessional guest presenter availability. The semester schedule is emailed to students in advance of each semester start.

DNP-Executive Leadership Program of Study

The DNP-Executive Leadership program emphasis is an online, part-time program with students registered for 5-8 graduate credit hours per semester (Table 1.3). Attendance is documented by completing all assignments, participating in discussions by due dates, and attending project presentations or other required virtual meetings. The DNP-Executive Leadership course work is online and asynchronous. Attendance is documented by completing all assignments and participating in discussions as outlined in each course.

MOUNTAINS OF OPPORTUNITY

Table 1.0

WEBER STATE UNIVERSITY
Dumke College of Health Professions

ANNIE TAYLOR DEE
SCHOOL OF
NURSING

DNP End of Program Student Learning Outcomes (EPSLOs)
& Role Specific Competencies

Annie Taylor Dee School of Nursing EPSLOs	DNP Program End of Program Student-Learning Outcomes	Post BSN to DNP-FNP Role-Specific Competencies	Post Masters to DNP Executive Leadership Role Specific Competencies
PATIENT-CENTERED CARE			
Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the patient's preferences, values, and needs.	Employ care delivery models and/or strategies of health promotion, risk reduction, and illness prevention for individuals, families, and diverse populations across health care settings.	Implement indirect and direct care strategies for autonomous practice and/or care delivery models for individuals and diverse populations across health care settings.	Employ system-wide standards and practices for the care of patients/ populations.
TEAMWORK & COLLABORATION			
Function effectively within nursing and inter-professional teams, fostering communication, mutual respect, and shared decision-making to achieve quality patient care.	Collaborate with interprofessional teams associated with complex practice and organizational issues by mentoring and leading in order to provide high-quality and safe health outcomes.	Engage in shared decision-making with interprofessional teams for complex patients, practice, and organizational collaboration.	In collaboration with other system leaders, implement strategies for the continuing development of interprofessional relationships.

EVIDENCE-BASED PRACTICE (EBP)

Integrate best current evidence with clinical expertise and patient/ family preferences and values for delivery of optimal health care.	Practice at the highest quality/level of nursing, supported by/ based on current scientific evidence, organizational and systems thinking, leadership principles, health policy, informatics, equity in health care, and ethics.	Establish standards utilizing evidence-based practice as the foundation of nursing practice and patient care delivery.	Establish processes to adopt, monitor, and evaluate the translation of evidence into practice.

QUALITY IMPROVEMENT

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems, including participating in healthcare policy.	Transform practice to impact the quality of health care and outcomes.	Develop efficient patient care models and policies that ensure high-quality care and compliance with regulatory requirements.	Lead quality improvement programs at the systems level.

PATIENT SAFETY

Minimize risk of harm to patients and providers through both system effectiveness and individual performance.	Influence health care policy relating to finance, access, safety, and quality, as it applies to practice regulation, and consumer advocacy.	Establish a culture of safety and transparency within members of the interdisciplinary team.	Contribute as an interprofessional content expert to appraise system wide patient safety programs.

INFORMATICS

Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.	Evaluate quality improvement initiatives through the use of information systems and technology.	Advocate for information technologies that support the use of evidence in nursing practice.	Lead the advancement of informatics activities to improve the quality of healthcare systems.

Student Communication

Notification of Changes in Policy/ Procedures

Changes in WSU policies are communicated to students through the campus student email (Wildcat) system and the WSU Student Announcements. All admitted nursing students can receive communication through the following methods: WSU student email accounts, program-specific bulletin boards, and Canvas course communication tools.

WSU Email Account

Students will receive a custom WSU student email account. Program information, including updates or policy changes, will be sent to students' email accounts. The student's responsibility is to monitor this account regularly for program communication. Students will be held responsible for the information distributed through their student email. Changes to student contact information should be sent to the Graduate Programs Administrative Assistant by email within two (2) weeks of the change.

DNP Student Bulletin Board

The DNP Nursing Bulletin Board contains essential information and resources for students. Contact information for the DNP Program Director, administrative assistant, and Enrollment director is located on the DNP Nursing Bulletin Board. Students must access the Bulletin Board frequently for updates during their studies at WSU. Students will be held responsible for the information distributed through the Bulletin Board. The Bulletin Board is available at the WSU Nursing website under the student resources tab. The DNP Bulletin Board is a password-protected website that provides students with timely program information and updates.

Canvas Courses

WSU uses the Canvas Learning Management System (LMS) to support student learning and program outcomes. Course communication with faculty will occur through the Canvas Learning Management System (LMS). You can visit the tutorial (https://www.weber.edu/online/rapidOnlineStudentSupport.html) for more information. It is recommended that students complete an online Canvas training course before beginning their first semester of learning. Students are required to send all course-related emails to faculty in Canvas. Students will have access to their courses in canvas on the first day of each semester. For additional help, Canvas support is available 24/7 at (877) 215-0831, support@instructure.com, or click the "Help" menu in Canvas for a live chat.

Academic Advisement

Students are assigned a SON faculty advisor after admission to the graduate program. Students' advisors are encouraged to contact students within the first three (3) weeks of each semester in which the student is enrolled. Students will be emailed the name and contact information for their faculty advisor, and the advising list will be available on the Bulletin Board. It is recommended that you reach out to your advisor and introduce yourself. If you have any concerns or issues, please contact your advisor immediately to promptly resolve any problems (i.e., class schedule addition or deletions, transcript issues, etc.). The Enrollment Director and DNP Program Director are also available for additional student support.

CatTracks & Student Advisement

CatTracks is a web-based tool that allows the student and advisor to monitor progress towards degree completion and graduation. Please check your degree evaluation in CatTracks and make sure your major is updated to reflect Nursing. If your major is not listed as Nursing, contact the DNP Administrative Assistant. Contact the Enrollment Director if any discrepancies or concerns arise regarding your CatTracks report.

Parking

Student parking or visitor parking is available to students. Students must use designated parking at the fee determined by the University. When on campus, students may purchase a W lot pass or a visitor parking pass by visiting Parking Services (https://www.weber.edu/financialservices/Parking_Permits.html).

Degree Requirements

The student's responsibility is to ensure that all necessary WSU graduation requirements are completed and submitted to the graduation office before the graduation deadline. Students must complete the WSU online application for graduation by the deadline according to the online instructions and check in with their faculty advisor or the Enrollment Director at least a semester before the intended graduation.

Credit Hours Requirement

A minimum of 30 credit hours beyond the bachelor's degree is required for any Weber State University master's degree. Due to graduate program accreditation standards or specialized professional master's degrees, additional course work or projects may be required. At least two-thirds of the credits in any master's degree program (including thesis or project) must be received from Weber State University.

GPA Requirement

A minimum cumulative grade point average of 3.0 (B- in coursework) is required to complete a graduate degree. The nursing department determines individual course grade requirements.

Time Limit for Degree Completion

Based on accreditation requirements by the Accreditation Commission for Education in Nursing (ACEN), on-time graduate program completion rates are calculated for students beginning with enrollment on the first day of the semester in their first graduate nursing course (NRSG 6190) and ending in NRSG 7803 (DNP-ExL Students) and NRSG 7905 (DNP-FNP Students). The expected level of achievement for the DNP-Executive Leadership emphasis is that 80% of graduate nursing students will graduate from the DNP-Executive Leadership program on time in five semesters of study. The expected level of achievement for the DNP-FNP emphasis is that 80% of graduate nursing students will graduate from the DNP-Executive Leadership program on time in seven semesters of study. According to WSU policies, all degree requirements must be completed within six years from the semester of entry into a Weber State University graduate program. A graduate student's catalog will be the catalog in effect during the Fall Semester of the academic year when they enroll in the graduate program following formal admission into that program. Graduate programs may impose an age limit on graduate credits completed before entering a program. The graduate program must approve any exceptions to the above requirements.

Transfer Credits & Graduate Program Residency Requirements

Transfer credit is accepted according to procedures that provide adequate safeguards to ensure high academic quality, relevance to the students' programs, and integrity of the receiving institutional degrees. The graduate nursing program may award up to nine (9) transfer credits. Transfer credits cannot replace required residency credits. The DNP program director must approve all transfer credits, imposing minimum grade requirements and/or age limits on such credits. The student must request a review of transcript credits and will be considered as taken in the semester of transfer for timely degree completion. The final decision in accepting transfer credit is the receiving institution's responsibility and the program director or department chair.

Out of State Non-Resident Tuition Waivers

A non-resident student may be eligible for a full or partial non-resident tuition waiver. This graduate tuition waiver is awarded individually to academically qualified students. For more information, contact the DNP program director or the enrollment director.

Student Progression Policies

Graduate students are expected to make continuous progress in the graduate program through full-time registration. Exceptions may be made in the event of a significant life event. The student must have written approval from the DNP Program Director before withdrawing from course work. All credits counted toward the DNP degree, including transfer credits and the DNP scholarly project, must be earned within three years, beginning with the

first semester of full-time enrollment. All graduate nursing courses require a "B-" grade of 80% or better. If a grade of B- is not obtained in a course, the student cannot progress in the graduate nursing program and must repeat the course. The course must be repeated in the next available semester, and a satisfactory grade must be achieved. Students may continue to register for additional coursework as approved by the DNP Program Director. With written approval from the DNP Program Director, the student may officially withdraw from the course, or the letter grade for the course remains on the transcript and is calculated into the cumulative GPA. A total of one readmission is allowed in the DNP programs (including course failures and withdrawals with or without evaluation).

Program Compliance with CastleBranch

All graduate students must purchase and use CastleBranch for required materials and documents as described in parts A & B of the student handbook. Documents must be kept current in CastleBranch throughout the program. This includes flu shots, CPR, immunizations, background checks, drug tests, etc.). Failure to keep ALL required materials (overdue and rejected items) up-to-date will result in a 2% grade deduction in a designated DNP course each week the materials are not updated.

Testing Policy

All students attending the Annie Taylor Dee School of Nursing Doctor of Nursing Practice Degree Program will be required to utilize Proctorio for Advanced Practice Education Associates (APEA) competency and predictor exams during their program of study. A Proctorio practice test is offered, and completion is strongly encouraged for all students. Completing the practice test will assist in student preparation for actual testing and indicate what practices and behaviors will be "flagged" by Proctorio. Flags occur when Proctorio determines suspicious activity may occur; all flags will be reviewed by faculty and discussed with students individually. If the exam is not completed, remediation is not submitted as indicated, or cheating is suspected, the exam will not be counted toward grading. A 10% deduction will be made to the overall course grade. In the event of cheating, WSU ATDSON policy will go into effect.

PROCTORIO

The goal of the Annie Taylor Dee School of Nursing is to secure your testing site; the testing location becomes an extension of the testing center.

To ensure your testing site is secure, the SON requires that you adhere to all testing center policies and Proctorio guidelines (https://www.weber.edu/TestingCenter/online-testing.html) with the following clarifications for all exams:

- A room scan must be completed in the location where you are taking the exam.
- Cell phones are not allowed in the room while testing and cannot be used to do a scan of the screen.
- No smartwatches, hats, or any item obscuring the face can be worn during the test.
- There will be no bathroom breaks during the exam.
- Walls should be clear of any papers or writing. If anything looks suspicious, a flag may be noted.
- A mirror is required to show your monitor and keyboard if using a built-in webcam (see below).
- Turn off all notifications, including social media and email, on your computer during the exam.
- Show your taskbar or dock before starting the exam. Please check your settings to ensure this is not hidden, or you will be flagged.
- **All icons must be closed except for the browser you are testing in.**

You are allowed the following supplied during your exam, please purchase at a location of your choosing:

- Mirror for showing the screen during the initial check-in process no smaller than 5 inches wide (cannot be a compact mirror)

Missing an Exam or Failing to Remediate, if indicated, will result in a 10% deduction from the overall course grade.

Graduate Student Late Work Submission Policy

Late coursework submission will result in a loss of 10% of the assignment grade per day.

If an emergency or life event will take you away from the course for an extended period or prevent you from completing more than one-course assignment by the deadline, please notify the instructor as soon as possible by email in Canvas.

We do recognize that life circumstances occur, which may get in the way of school.

Therefore, each student will have one (1) "no-questions-asked" week-long assignment extension. This policy does not apply to in-class lab assignments or a replacement of clinical hours documentation. Students who use their "no-questions-asked" late assignment do not need to provide the instructor with why their assignment was late. However, students need to communicate with their instructor by email in Canvas, letting them know they are using their one late exception before the assignment deadline when they plan to use this option.

Student Badge

Every student must wear a photo ID nursing badge during during labs, implementation of projects, or clinical rotations. To obtain a student badge, make an official request through the WSU Bursar's Office. You may pay online through your student Weber Portal. The information necessary for payment is found on the Badge Payment Form. Students must wear professional attire in their photos. No sunglasses, badges, flowers, backpack straps, writing, or accouterments are visible. FNP students must wear their approved FNP lab coats in their photos. You must email the photo to the graduate administrative specialist and declare which graduate program you are enrolled in. Student badge photos or other student photos may be used for WSU common stock distribution, social media, or marketing purposes. Contact the graduate administrative specialist if you do not want your photo shared publicly.

Portfolium

Students must complete an orientation to Porfolium course as part of the student orientation process. Portfolium is a password-protected online platform where students can showcase their achievements to faculty, peers, and employers on their very own webpage. We like to call these "folios." Each student will begin a student "folio" upon entry into their program, add to it during their courses, and finish the folio in their final project course. Student folios will be utilized throughout graduate programs to provide evidence of student learning outcomes, competence, and role-specific competencies (skill mastery). The student folio will also serve as a professional repository that students can use when seeking future employment or career opportunities. Students will be instructed step by step in their courses regarding the assignments and other artifacts to be added to their portfolios. Completed student folios will be used to collect evidence for program assessment in evaluating student-learning outcomes and as a repository of student work for program accreditation purposes.

Academic Writing & Professional Communication

Academic writing and professional communication are essential competencies to develop further by students in the graduate program. Graduate students are expected to write at a high precision but enter graduate school with varying scholarly writing abilities. The ATDSN graduate programs have developed structured approaches to integrate writing and communication skills across the curriculum and promote the development of students' scholarly writing abilities.

Foundations for Graduate Nursing Students (NRSG 6190)

This foundational course is required for the first semester of the program. NRSG 6190 is

a one-credit hour online course that provides incoming graduate students with nursing communication proficiencies required for course work and scholarly projects. This course will develop the knowledge and skills required for graduate scholarly projects, scientific community dissemination, and professional workplace collaboration.

Grammarly Premium

Scholarly academic writing skills are a focus of the graduate program. All graduate students must purchase and utilize Grammarly Premium (https://www.grammarly.com/premium) digital writing assistant throughout the entire program. Grammarly's online writing assistance and plagiarism tools encourage polished grammar, better overall wordsmithing, and a professional writing style. In addition, Grammarly Premium has an academic feature, which includes the following options to support graduate scholarly writing:

- Clarity-focused sentence rewrites for hard-to-read sentences
- Tone adjustments
- Plagiarism detection
- Formality levels
- Fluency

For additional resources on academic writing, professional communication, tutoring, and paper review and feedback, please see WSU Writing Center under Student Resources.

Sigma Theta Tau International Nursing Honor Society Nu Chapter

The purpose of Sigma is to participate in and recognize achievement and leadership in nursing. Full-time students are eligible candidates for this society ¼ of the way through the program; however, RNs are qualified as community leaders in the first semester. Members pay an annual fee and receive official publications, chapter-sponsored education, and voting membership. Students are offered a significant membership discount. Graduate students interested in applying for membership can speak with their faculty advisors. A $500.00 to $1,000.00 graduate scholarship is awarded annually by the Nu Nu Chapter.

DNP Project Requirements

Completing the evidence-based DNP Project is a graduation requirement of the Weber State University (WSU) Annie Taylor Dee School of Nursing DNP program. Students enrolled in either the BSN to DNP-FNP or Post-Masters to DNP emphases must complete this requirement. The DNP student is responsible for the DNP Project handbook and future project courses (NRSG 7801-7803).

The DNP Project is an integrative experience synthesizing practice inquiry, appraisal of evidence, leadership, and interprofessional practice. The project's focus will be on developing a transformational project that requires the appraisal and translation of evidence to practice. Project work may take on various final forms depending on the academic institution's requirements and the student's area (specialty or role) of study/practice. Key elements of the scholarly work include problem identification; a search, analysis, and synthesis of the literature and evidence; translating evidence to construct a strategy or method to address a problem; designing an implementation plan and actual implementation when possible and an evaluation of the outcomes, process, and experience. Faculty may identify additional elements deemed necessary to meet the expected outcomes of the curriculum. Programs are encouraged

to support innovation in the design and dissemination of the final project without reducing the substantive nature of the work. A literature review that lacks applicability to affect a practice improvement or the other elements identified above would not constitute a scholarly work that aligns with this Essentials" (American Association of Colleges of Nursing [AACN], 2021, pp. 24-25).

DNP Practicum Hours

Practicum hours are designed to demonstrate the synthesis of expanded knowledge and skills acquired in the DNP curriculum. Informed by national standards and guidelines, all DNP students must complete 1000 practicum hours to achieve the DNP degree (AACN, 2021). Practicum hours are incorporated into the program through:

- Pre-program advising or transferable practicum hours,

- Didactic course and project practicum hours.

- A portion of clinical practice hours for post-BSN DNP-FNP students.

- Field study hours available in the NRSG 6860 course.

Credit to Clock Hours

- Course (didactic) Practicum Hours follow a 1:4 credit to clock hours ratio (0.25 credit= 15 clock hours). Regardless of the course, credit hour allotment, when practicum hours are offered in any didactic course, students will achieve 15 practicum hours.

- NRSG 6860 follows a 1:4 credit to clock hours ratio. 1 credit= 60 clock hours (variable credit option of 1-2 credits per class).

- Project practicum hours follow a 1:4 credit-to-clock hours, which is a variable per project course, at 0.5-1 credit-to- clock hours. For example, a 1-credit hour project course offers 0.5 credit-to-clock hours (1:4) for 30 practicum hours. A 2-credit hour project course offers 1 credit-to-clock hour (1:4) for 60 practicum hours. The combined practicum hours within the project courses total 240-project practicum hours.

- Clinical Practice Hours follows a 1:4 credit to clock hours ratio. 1 credit=60 clock hours.

Transferable Practicum Hours (DNP-Executive Leadership Students Only)

Students applying for the DNP-Executive Leadership program may be eligible to receive transferable leadership practicum or course credit hours achieved during masters-level course work, master's projects, or graduate-level professional certifications.

NRSG 6860 Graduate Directed Readings Course

NRSG 6860 is an independent study course designed for DNP students with graduate-level health-related fieldwork experience in a self-selected setting under the direction of a faculty member. Program approval is required. This course offers 60-120 course practicum hours: 1 credit= 60 clock hours (variable credit option of 1-2 credits per class).

Students who do not qualify for more than 100 hours of transferrable practicum hours must complete a flexible field study course designed for the working adult during the first semester of study. This course delivers the required 500 practicum hours and ensures on-time graduation for students. The field study course is designed to create a customized plan for completing the additional practicum hours. The completed table and practice hour documentation table will be reviewed by the DNP Programs Director and the Course Chair of NRSG 6860.

Student Resources

At WSU, students are the priority, and there are numerous financial, mental, physical, and academic resources available for students; for information, visit Student Affairs (https://www.weber.edu/studentaffairs). Some university resources that graduate students typically utilize are highlighted below.

WSU Writing Center

The mission of the WSU Writing Center is to promote students' academic success and life skills development by providing free drop-in and appointment tutoring during the day, evening, and weekend hours, for students writing in courses across the curriculum. The Writing Center (https://www.weber.edu/writingcenter) is located in Elizabeth Hall, Room 210.

Student Health Center & Counseling Center

WSU partners with Ogden Clinic for high quality and accessible health services. All students who have a current student ID and are registered students may use this service. Please bring an ID card. Services are provided at low or no cost, and insurance is not required. Visit our Health Center (https://www.weber.edu/healthcenter) site for more information.

The Counseling Center (https://www.weber.edu/CounselingCenter/) provides short-term counseling, crisis intervention, and consultation to students. Services are offered online and on-campus.

WSU Financial Aid & Scholarships

Weber State University offers more than $90 million in federal financial assistance and offers walk-in, online, and phone assistance for all students. Information regarding financial aid and grants is available through the Financial Aid Office (https://www.weber.edu/financialaid) in the Student Services Building, Suite 120.

In addition to WSU Financial Aid Services, scholarships are available to ATD-SON students. Nursing Scholarship information is found on the program's Student Bulletin Board. Nursing scholarships are available to graduates, and students are encouraged to apply. Information regarding scholarships can be found on the Graduate Bulletin Board.

Online Technology Requirements

All entering nursing students are made aware of the program delivery format and are advised of the importance of personal technology needs at program orientation. Information, technology requirements, and policies specific to nursing students are provided in each program. WSU provides many software applications which can be installed on your campus-owned workstation through the network or the Virtual lab using a browser. Campus software can be installed through the WSU Software Center (https://www.weber.edu/ITDivision/ Software_Center_Guide_PC.html) on Windows machines or through the Self Service App on macOS. Access software from the Virtual Lab off-campus using a browser and internet connection.

Informational Technology Support

The WSU Computing Support Services provides all nursing students technical support with WSU Online software and general networking concerns. Students requiring computing or technology support may contact the 24/7 computing and technical resource hotline (801-626-7777). Computing support is also available online, where a student can "chat" with a support technician 24/7 (http://help.weber.edu/). The technical specialists that staff the computing and technical resource hotline assist callers with many computer and technical issues and concerns. These issues and concerns include general questions related to the caller's computing hardware, accessing and using WSU online resources, and user problems with the software applications supported by the WSU Information and Technology Center. A Help button supports questions related to WSU's online educational software (Canvas) within each course that offers a 24/7 Live chat, a 24/7 Canvas Support Hotline (877-215-0831) as well as Canvas guides and student tutorials. More information can be found at Canvas Guides (https://guides.instructure.com).

Adobe Creative Cloud

The Information Technology Division is pleased to announce that Weber State University's (WSU) partnership with Adobe has extended to a five-year contract to include Creative Cloud licenses for students. Students can now download any Creative Cloud app on up to two devices at a time. This allows students to use Creative Cloud apps on their devices from home or on the go. Students can obtain a license by visiting Weber Creative Cloud website (https://www.weber.edu/adobe) and requesting a license using their @mail.weber.edu email address. This license must be renewed every year in August for continued use of the Creative Cloud license.

Stewart Library

The WSU Stewart Library (https://library.weber.edu/) provides graduates with online access to numerous academic resources and databases in addition to books, periodicals, and documents. A dedicated health science librarian is also available to students for consultation and assistance.

Nursing Graduate Student LIB Guide

A nursing LIB guide was designed specifically for graduate nursing students. It is a library portal to a collection of scholarly writing and a library to assist with graduate-level courses and projects. Access the Stewart Library, Nursing LIB guide (https://libguides.weber.edu/c.php?g=1168888&p=8537179).

IBM SPSS Statistics

SPSS is a statistical software platform utilized by DNP students to quickly input and interpret complex data sets to ensure high accuracy and quality decision-making.

Qualtrics XM

Qualtrics is a tool utilized by DNP students to collect online, anonymous project data using a simple survey link. Qualtrics is capable of providing descriptive statistics and demographic data in real-time.

WSU Bookstore

Student textbooks and other required course materials are available online or in-person on campus through the WSU Bookstore or general book resellers.

Lab & Clinical Skills Course Policy

In the DNP-FNP program, there are on-campus lab classes where students are provided with FNP-specific knowledge, skills, and competencies, which must be achieved before proceeding to the clinical setting. FNP labs are hands-on skills-based and require materials and direct faculty supervision, and cannot be obtained through virtual instruction. Not completing lab course requirements may result in delaying FNP clinical courses and graduation and will be determined on an individual basis. The only circumstances a makeup lab will be scheduled are for true emergencies and illness (such as infectious disease, hospitalizations, or mandatory COVID quarantine periods). Workplace commitments, family commitments, or vacations do not qualify for an exception or accommodation. Should you experience an illness or emergency, faculty should be notified as soon as possible. Individual accommodations may be made at the instructor's convenience and depending on lab availability based on a team review. An additional fee for lab use, lab supplies, lab support, and instructor time may be assessed individually. **Standardized patient exams such as male and female exams utilizing paid professional models can not be made up.**

Due to the complexity of providing lab presentations and skills, especially when guest speakers, standardized patients, and content experts are participating, there is no acceptable reason for missing all or part of a lab unless emergent in nature or approved by faculty prior to the lab date. One missed lab may be attended by Zoom with faculty permission and on a case-by-case basis.

However, the lab skills missed that day must be made-up on Campus and in person. There is only one scheduled date and time available for one makeup lab day. Failure to attend the scheduled lab make-up day will result in a grade of zero for the lab. If more than one lab day is missed, the student will not pass the course and will need to be repeated when it is offered again. In addition, the student may not be able to move forward with clinical placements. Participation in lab lectures and successful completion of lab skills are integral to the success of the DNP FNP degree program.

Lab Attendance Policy

Due to the intense nature of laboratory time and the frequent presence of guest speakers and content experts, the following attendance policies are in effect.

> **Late to Class:** It is the expectation of faculty that lab start time means being in the seat and ready to learn. Unless late attendance has been approved prior to class, there will be a 10% deduction in grade for that lab day.
>
> **Absent from Lab:** On-campus lab classes are integral for DNP FNP students to receive faculty supervised education and training regarding skills routinely performed in healthcare settings. Completion of lab classes and the ability to perform skills are necessary prior to beginning hands-on patient care experiences under the guidance of an assigned clinical preceptor.
>
> Students are required to attend and be punctual for each scheduled lab as

documented in the individual lab course schedule. Missing lab classes for any reason other than an emergency will result in the student being unable to advance to clinical courses. In order to maintain the integrity of lab classes, the contracted presence of standardized patients, and the utilization of guest speakers and content experts, it is necessary to establish a lab attendance policy.

Punctual attendance for lab classes is a professional and program requirement. Students are expected to be in their seats and ready to learn by the stated class start time. Unless late attendance for a lab has been approved by faculty prior to class, 10% of the daily lab grade will be deducted for each instance of late arrival.

Due to the complexity of providing lab experiences for students, one lab may be missed in the event of an emergency and upon approval by faculty. Lab days utilizing standardized patients such as male and female paid professional models cannot be made up. For a faculty-approved missed lab, attendance at a make-up lab at the end of the semester is required. No additional lab make-up days will be offered. Missing more than one lab, missing the make-up lab day, or missing the standardized paid professional model lab day will result in a course withdrawal or course failure. Students withdrawing from or failing the lab course will be required to register for the lab course when it is offered again during the program of study. Students withdrawing from or failing the lab course will be unable to participate in the clinical courses until the lab course has been successfully completed. Lab and clinical courses will

only be offered as they appear on the program of study.

This policy applies to these lab courses: NRSG 6220, NRSG 6225, and NRSG 6230.

Following the School of Nursing Student and DNP-FNP Handbook, students must achieve at least an 80% average on their course work and complete all clinical hours. *Failure to achieve a score of 80% or higher in a course or complete the required lab hours will result in a failing course grade.*

Clinical Hours Policy

In the DNP-FNP programs, students complete a total of 750 clinical practice hours. The clinical practice hours are completed in the following courses:

- NRSG 6220: 15 clinical practice hours
- NRSG 6221: 15 clinical practice hours
- NRSG 7902: 180 clinical practice hours
- NRSG 7903: 180 clinical practice hours
- NRSG 7904: 180 clinical practice hours
- NRSG 7905: 180 clinical practice hours

Clinical Site Requirements

Securing an NP clinical site placement is a collaborative process. Success occurs due to a partnership between the student, the Graduate Programs Clinical Coordinator, and the faculty. The Graduate Clinical Coordinator will be contacting you for assistance in identifying sites where you would like to be placed, and you need to stay in close contact with the coordinator throughout the placement process. The Graduate Clinical Coordinator will work to manage placements, organize placements, and ensure documentation is correct.

They will consider the program outcomes, course outcomes, and your overall performance in course work and in previous clinical experiences. Under some circumstances, you may be directed to complete a clinical experience at a specific site or within a specific tim- frame based on assessing your progress or the availability of clinical sites during the semester.

Appearance

Students are responsible for compliance with SON dress and grooming policies for FNP clinical rotations. Clinical agencies may require additional dress codes. Clothing in the clinical setting should be professional business attire for every NP clinical day. If specified by the clinical site, scrubs may also be worn if appropriate for the setting.

FNP Lab Coats

Students must order an FNP lab coat from the WSU Bookstore. Lab coats are available at the bookstore for students to try on and select a specific style and appropriate size fit. The lab coats will be embroidered with the WSU School of Nursing logo and student designation. The approved lab coat must always be worn over professional clothing.

- DNP/FNP students wear the lab coat over professional clothing at all clinical sites unless specifically asked not to wear the white coat (i.e., pediatric setting).
- Students are expected to wear a white lab coat in all skills labs.
- Some skill labs require students to wear comfortable sportswear for physical assessment as directed by faculty/ instructors.

Student Travel to Clinical Sites

Students enrolled in the DNP FNP program are required to complete over 600 supervised clinical hours in various settings, focusing on adult, older adult, pediatric, and women's health during their lifespan. The Annie Taylor Dee School of Nursing utilizes several clinical sites that may require students to travel via car, or public transportation FNP students should expect to travel to practice rotations throughout the clinical learning semesters (semesters 5-7) to participate in clinical learning experiences. Travel may also extend to rural areas in Utah requiring an overnight stay. Students are responsible for arranging transportation to and from clinical sites and covering the cost of travel. Travel time is not considered part of the clinical hours. Students may find it necessary to travel to clinical sites outside of their local residency area.

Clinical Placement Coordination

The DNP Clinical Coordinator will work with students for optimal clinical placements for student outcomes, learning opportunities, and needs. The DNP Clinical Coordinator will provide notification of clinical placements in order to facilitate the required clinical hours. Students will negotiate with the DNP Clinical Coordinator and the clinical preceptors on dates and times for the clinical experiences. NP clinical practice hours are defined as direct student contact hours with an approved preceptor in an approved healthcare setting. As recommended, clinical hours focus on population and community health rather than acute care settings. Students should plan to be in the clinical setting 15-20 hours each week or the equivalent of 2-3 days of work.

It is recommended that students consider part-time employment options once clinical rotations begin (weekend shifts or only part-time weekday shifts). Students should not work an overnight shift before scheduled daytime clinical NP hours. Most clinical rotations will be held during business hours (8 am – 6 pm) Monday through Friday but may also include Saturday and Sunday. Additional information regarding NP clinical is available in the WSU Preceptor Handbook. The DNP-FNP student is responsible for the information in the DNP preceptor handbook.

RN Licensure

Students must maintain current licensure as a Registered Nurse throughout their enrollment in the graduate program and have it available in CastleBranch. Further, you must hold a current, active, unencumbered Registered Nursing license in all states in which you complete any clinical activities.

Facility & Preceptor Contracts

All clinical placements require a legal contract and/or agreement document unless the student is directed otherwise. Students must work directly with the Graduate Programs Clinical Coordinator to establish their placements to ensure the required agreements before attending clinical rotations. The Graduate Clinical coordinator will make every effort to ensure that a contract is in place promptly. However, if there is no contract, you may not attend clinical until the required signed agreements are in place. Some clinical contracts require extended negotiations, especially if legal representatives from WSU or clinical facilities are involved. Additional required student paperwork must be completed prior to each rotation. The student paperwork requirements will vary depending on the facility or clinic and by the Graduate Clinical Coordinator.

DNP-FNP Student Resources

Typhon Student Tracking System

A subscription to Typhon (https://typhongroup.com/) student tracking system for DNP-FNP clinical is a program requirement. The tracking system will document clinical encounters and log clinical hours Instructions for registering for Typhon are included as an attachment by email. Registration must be completed by the first day of class (fall semester).

UpToDate®

A subscription to UpToDate® must be purchased during the semester first offering FNP clinical coursework. UpToDate® is an evidence-based, physician-authored resource trusted and used by nurse practitioners (NPs) for reliable clinical problem solving and information. DNP- FNP students may purchase UpToDate® at a reduced rate with their membership to the American Association of Nurse Practitioners (AANP), which is required at the beginning of the program. AANP is an important credentialing center and largest and only full-service national professional membership organization for NPs of all specialties. Members can earn AANP-accredited continuing education (CE) while you use UpToDate®. A reduced rate digital subscription to UpToDate® is accessible here (https://www.aanp.org/practice/clinical-resources-for-nps/digital-clinical-reference-tools).

FNP Certification
Most states require certification to qualify for licensure as an Advanced Practice Registered Nurse (APRN). Two organizations offer examinations for Family Nurse Practitioner certification. These are the American Nurses Credentialing Center and the American Academy of Nurse Practitioners. Students should visit the websites at the beginning of their practicum/clinical experiences to understand the process they will follow to be eligible to complete one of the examinations.

American Association of Nurse Practitioners (AANP)

DNP-FNP students are required to purchase membership a student membership to AANP. The AANP offers a journal and other benefits required for your coursework and national certification. Students must register for AANP by the first day of the Fall Semester. Join as a student at here (https://www.aanp.org/membership).

APEA NP Continuing Education

In select courses, students will be asked on their bookstore list to purchase a limited use license for APEA, which has helped nurse practitioners prepare for board exams and clinical practice. APEA develops and may be used to provide exam prep, clinical resources, and mobile reference tools.

i-Human

iHuman is a virtual clinical simulation program configured specifically for nurse practitioner students to help them succeed in clinical and on certification exams. i-Human gives students access to hundreds of cases to hone their patient review, examination, and documentation skills in a safe environment with repeatable encounters. Students must purchase and utilize i-Human in NRSG 6270 Mental Health for Primary Care and in clinical courses (NRSG 7902, NRSG 7903, and NRSG 7904).