Dual Doctor of Nursing Practice (DNP) Program

Clinical Scholarly Project Guidelines

2019-2020

A Dual Program of the
University of North Carolina, Charlotte
and Western Carolina University

University of North Carolina, Charlotte
9201 University City Blvd.
Charlotte, NC, 28223-0001
https://nursing.uncc.edu/degree-programs/dnp-program

Western Carolina University
28 Schenck Parkway, Suite 300
Asheville, NC 28803

EFFECTIVE DATE FOR STUDENTS FORMING COMMITTEES AFTER:
November 3, 2014
Revised July 11, 2019
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DNP Students are required to complete a clinical scholarly project in order to meet the program’s requirement and be eligible for graduation. The DNP Scholarly Project is a project that brings together the practice and scholarship aspects of the Doctor of Nursing Practice degree. It is designed to address complex practice issues that affect groups of patients, health care organizations, or health care systems utilizing informatics, technology, and in-depth knowledge of the clinical and behavioral sciences. The clinical scholarship required in the DNP Scholarly Project reflects mastery and competency in the student’s area of expertise.

According to the American Association of Colleges of Nursing Essentials of Doctoral Education for Advanced Nursing Practice (2006):

> The DNP primarily involves mastery of an advanced specialty within nursing practice. Therefore, other methods must be used to distinguish the achievement of that mastery. Unlike a dissertation, the work may take a number of forms. One example of a final DNP product is a practice change initiative. This may be represented by a pilot study, a program evaluation, a quality improvement project, or an evaluation of a new practice model.

The Final DNP Project provides an opportunity for the student to integrate their new skills into practice and to demonstrate many of the principles of nursing scholarship and the competencies delineated in the *DNP Essentials*. The integration of these new or refined skills improves outcomes through organizational/systems leadership, quality improvement processes, and the translation of evidence into practice.

All DNP Projects should:

- Focus on a change that impacts healthcare outcomes either through direct or indirect care.
- Have systems (micro-, meso-, or macro- level) or population/aggregate focus.
- Demonstrate implementation in the appropriate arena or area of practice.
- Include a plan for sustainability (e.g. financial, systems or political realities, not only theoretical abstractions).
- Include an evaluation of processes and/or outcomes (formative or summative). DNP Projects should be designed so that processes and/or outcomes will be evaluated to guide practice and policy. Clinical significance is as important in guiding practice as statistical significance is in evaluating research.
- Provide a foundation for future practice scholarship

The final DNP project produces a tangible and deliverable academic product that is derived from the practice immersion experience and is reviewed and evaluated by an academic committee. The final DNP product documents outcomes of the student’s educational experiences, provides a measurable medium for evaluating the immersion experience, and summarizes the student’s growth in knowledge and expertise. The final DNP product should be defined by the academic unit and utilize a form that best incorporates the requirements of the specialty and the institution that is awarding the degree. Whatever form the final DNP product takes, it will serve as a foundation for future scholarly practice. (p. 20)
Each of the Clinical Residency courses serves to facilitate the development of the Clinical Scholarly Project. The Scholarly Project Committee evaluates the project for satisfactory progress and completion, which includes a scholarly presentation and poster presentation at a regional, state, or national conference or an article for publication in a peer-reviewed journal. Students may choose to work in private practices, clinics, inpatient units, hospital systems, and other institutions and communities in the assessment, planning, implementation, and evaluation of outcomes of the DNP Scholarly project.

The student, the practice setting, and the student’s DNP Scholarly Project Committee must jointly agree upon the scholarly initiative. The student must complete any required IRB approvals prior to implementing the project. A brief description of the Clinical Residency course activities facilitating the DNP Scholarly Project follows.

- **Clinical Residency and Project Development I:** Course content focuses on the following:
  - Development of Topic
  - Establishment of PICOT question
  - Needs Assessment
  - Abbreviated Review of Literature

- **Clinical Residency and Project Development II:** Course content focuses on the following:
  - Developing a proposal
  - IRB Process – CITI Training
  - Comprehensive Review of Literature

- **Clinical Residency and Project Development III:** Course content focuses on the following:
  - Steps for project implementation
  - Documenting outcomes of DNP Scholarly Project.
  - DNP role development

- **Clinical Residency and Project Development IV:** Course content focuses on the following:
  - Steps for writing the final project
  - Strategies and processes for disseminating information including steps in preparing a manuscript and public presentations
SELECTION OF DNP CLINICAL SCHOLARLY PROJECT CHAIR AND COMMITTEE

The DNP Scholarly project begins with the selection of the committee that will be guiding the project. Selection of the committee chair occurs early in the first semester of the program. Additional members will be selected by the end of the first semester. The DNP Scholarly Project Committee evaluates the progression of the student through the project process. The student and committee will meet at least once during each semester, either at the on-campus immersions, via electronic media formats such as Skype, GoToMeeting, or other distance formats agreed upon by the Chair, committee members, and student.

The DNP Scholarly Project is guided by the DNP Scholarly Project Committee. The student is responsible for:

- Choosing the committee members with input from his/her chair during the initial semester of enrollment.
- The composition of the DNP Scholarly Project committee is expected to include a minimum of one doctoral prepared (PhD, DNP, MD or any other doctoral prepared individual) regular faculty member with graduate status from either the UNC Charlotte or WCU School of Nursing, and a clinical expert/preceptor from the practice area, who is also doctoral prepared. The chair must come from the student’s admitting university. UNC Charlotte requires one additional faculty member that is appointed by the graduate school.
  
  o Western Carolina University Members:
    - Chair
    - Co-Chair/SON Committee Member
    - Clinical Expert
  o UNC Charlotte Committee Members:
    - Chair
    - Co-Chair/SON Committee Member
    - Clinical Expert
    - Graduate Faculty Representative

The Committee is responsible for:

- Guiding the student through the project planning, implementation, and evaluation.
- Determining the successful completion of the project requirements. Failure to successfully complete the DNP scholarly project more than twice will result in termination from the program.
As stated above, a DNP project requires a doctoral prepared nursing faculty member to serve as the committee chair and a working professional with a doctorate (DNP, PhD, DO, MD, etc.) to serve as a clinical expert. Students at UNCC must have a 4th committee member, who is doctoral-prepared and from outside the School of Nursing. Committees may have one additional faculty member from the SON to serve as a second reader/co-chair. The DNP Clinical Scholarly Project is conducted under the direction of a project chair. The project chair helps the student ensure that the content, conduct, and form of the project are acceptable to the profession of nursing, the School of Nursing, and the Graduate School of the University. The student cannot graduate without the committee’s approval of the completed project. The student has the privilege - and the responsibility - of selecting a project chair appropriate to his or her project. The student will work closely with the project chair; therefore, a personal as well as a professional “fit” is beneficial. The student's peers, academic advisor, or other faculty member may help guide the student to an appropriate person who might be willing to serve as project chair. In asking a faculty member to be a project chair, it is helpful for the student to understand that from the faculty point of view, the job of the project chair is intensely time-consuming and requires considerable expertise in the area being examined, or the preferred methodology. Therefore, faculty members may decline a request to serve because they cannot offer the student the time or the expertise that is needed. Once a student has selected a project chair, the student will meet with the chair to:

- Discuss and agree on the nature of the project or study.
- Negotiate a timeline of activities to be completed.
- Identify and mutually agree upon additional committee members the student might approach.
- Outline role responsibilities for all committee members once full committee is formed.
- Review the DNP Clinical Scholarly Project Handbook

The student should now approach the committee members to obtain their commitment to serve on the committee. After the project chair and committee member(s) have agreed to serve, it is the student's responsibility to:

- Obtain all signatures on the appropriate approval forms: Appointment of Doctoral Project Committee (Appendix A), the four (4) Clinical Residency and Project Development Learning Contracts (Appendix K), and the Dissemination Activity Agreement (Appendix F).
- Submit the completed forms to the course faculty or the DNP Program Coordinator/Director.
CHANGES IN DNP CLINICAL SCHOLARLY PROJECT CHAIR/COMMITTEE MEMBERS

In some cases, it is necessary or advisable for the student to select a different project chair and/or committee member(s). If any changes are made, a new approval form for the DNP Clinical Scholarly project committee must be signed and submitted as described above. The most current approval form serves as the official record. It is the student’s responsibility to obtain the signatures and submit the forms to the DNP Program Coordinator/Director.

A change in the project chair may involve delays because the new project chair's perspectives may differ from those of the former project chair. To avoid changes due to faculty resignation or retirement, the student is urged to complete the project in a timely manner. In some cases, the student may elect to change the project chair; the student should carefully weigh the advantages and disadvantages of such a change and choose the route that will be most beneficial for the completion of his or her degree requirements and professional goals. Please refer to the DNP Handbook for further instruction regarding terminating the relationship with the DNP committee chair.

STEPS AND TIMELINE FOR DNP CLINICAL SCHOLARLY PROJECT COMPLETION AND WORK WITH COMMITTEE

Each semester, students are expected to work with their committee to reach certain milestones in completing their Scholarly Project in order to graduate on time. The milestones are as follows.

- First Semester
  - Selection of committee chair
  - Selection of committee members (submission to Graduate School)
  - Topic approval by chair and committee (submission to Graduate School)
- Second Semester
  - Presentation of Scholarly Project proposal
- Third Semester
  - IRB preparation and submission
- Fourth semester
  - Project Implementation
- Fifth Semester
  - Presentation of Scholarly Project
  - Submission of Scholarly Project to Graduate School (check academic calendar of home institution to see submission deadlines)
Explanation of the steps:

1. **Topic Approval.** Students make an oral and written presentation to the DNP Scholarly Project Committee for approval and feasibility of their topic. Student must provide a power point presentation describing the key components of the project proposal at the end of the first semester (Appendix C). If a student fails to pass the oral presentation, the committee and the student will develop a remediation plan.

2. **Presentation and Approval of Project Proposal.** Students submit a written proposal to their committee at least two weeks in advance of the oral presentation. Students make a formal presentation to their committee of their scholarly project proposal [Appendix D; Proposal Defense Form (Appendix G)]. A student is allowed a second attempt to present their proposal to the committee if they are unsuccessful the first time. Failing the proposal on the second attempt will result in dismissal from the program.

3. **IRB Approval.** The student works with their chair to secure IRB approval from the appropriate institutions. Typically, IRB approval at the institution where the project will occur is the first step followed by approval at the admitting university.

4. **Presentation and Approval of Scholarly Project.** Students submit their completed written project to their committee at least two weeks in advance of an oral presentation. Students make a formal public presentation to their committee and invited guests of their Scholarly Project Final Defense [Appendix E; Final Defense Report (Appendix H); Dissertation Submission/ETD form (Appendix I)]. The process for scheduling and announcing the presentation will vary by campus. If a faculty member cannot attend, the student will provide the Approval of Remote Committee Form for their signature. A student is allowed a second attempt to defend their project to the committee if they are unsuccessful the first time. Failing the final presentation on the second attempt will result in dismissal from the program.

A. Write the final scholarly project following the outline in Appendix B (Guidelines for DNP Scholarly Project)

B. Schedule the public presentation of the scholarly project to the Committee and invited guests at least 2 weeks prior to the deadline for final submission to the Graduate School. Check the campus academic calendar for deadlines.

C. Students will complete the Dissemination Agreement (Appendix F) and disseminate the results of their project at a regional, state, or national conference.
DNP CLINICAL SCHOLARLY PROJECT REGISTRATION

Milestones and completion of the DNP Clinical Scholarly Project are achieved in 4 Clinical Residency and Project Planning Courses. Students will be registered for Clinical Residency and Project Planning I (NSG 883/NUDN 8441) during their first semester of the first year in the full-time plan of study, or during the first semester of the second year in the part-time plan of study. Students will register for the subsequent courses (NSG 884, 885, 886/NUDN 8442, 8443, 8444) each following semester with the exception of summer term. Should the student fail to meet project milestones in a given course, or need to withdraw from one of the Clinical Residency courses, the student will need to seek approval from the committee chair, course instructor, and the DNP Program Director to outline a new plan of action for project completion.

PROTECTION OF HUMAN SUBJECTS

If the proposed study involves any research with human or animal subjects, or the records of humans (e.g., medical charts, questionnaires, death records, computer databases for humans, etc.) written approval by the IRB or designated official(s) of the involved agency/agencies (e.g., the hospital or other setting in which the research will be conducted) must be obtained. Once approval from the project site is obtained, the student must obtain the approval of the pertinent University's Review Board, IRB for human subjects or IACUC for animals. While it is a good idea to seek informal approval from the agencies before you submit the final proposal to your project chair (so that you will know whether it is feasible to conduct your research at the desired agency), you may NOT seek formal written approval from any agency until AFTER the project chair has given you approval to do so. You may not seek University IRB approval, which also requires external agency approval, until after the project chair's approval and faculty committee approval of the proposed project.

Content related to the completion of IRB approval and required CITI training is provided during Clinical Residency and Project Development II (NSG 884/NUDN 8442). The committee chair will be responsible for giving the student final approval to submit their proposal to the IRB for review during the summer semester upon completion of NUDN 8442/NSG 884 and the associated project milestones.

The guidelines and forms for the University IRB application are available from the WCU Office of Research and the UNC Charlotte Office of Research and Economic Development. All forms, procedures and resources can be accessed from these pages. Read and follow the instructions carefully. (Note that you should NOT submit your entire Preliminary Project proposal; instead, follow the directions on the application.)
Note that ALL research involving human or animal subjects, including research that is "exempt" from full IRB review, must be approved by the IRB prior to collection of data. Human subjects, including pilot study subjects, may NOT be approached for the study before IRB approval is obtained. Plan appropriately for time. If several agencies in addition to the University's IRB are involved, the process can be very time-consuming. Each institution has its own rules and timelines regarding approval of research proposals.

DNP CLINICAL SCHOLARLY PROJECT DEVELOPMENT AND COMPLETION

The DNP Clinical Scholarly Project is a scholarly endeavor and must be of a quality appropriate for a public dissemination activity. Students will disseminate the results of their project at a regional, state, or national conference.

The Clinical Scholarly Project is a culmination of knowledge gained through the DNP coursework. Students have the opportunity to focus their project with support from coursework related to the evidence-based care, health policy, informatics, economics, and leadership in the healthcare arena. It is expected that students will collaborate with community stakeholders to influence health care quality and negotiate successful change in care delivery processes for individuals, groups, or populations across a broad spectrum of healthcare delivery systems. The project should exemplify advanced clinical judgment and expertise in a defined content area; critical thinking and accountability in designing, delivering, and/or evaluating evidence-based care to improve health care quality, safety, and outcomes; and leadership in the development and implementation of patient-care policy.

A variety of types of Scholarly Projects exist and may be considered for the DNP project and final manuscript. The following chart highlights types of DNP final products that may be completed:
<table>
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<th>Type of Scholarly Project</th>
<th>Key Concepts</th>
<th>Exemplar</th>
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| Case Study Project | ! Greater depth of understanding to complex issues through conceptual analysis  
  ! Can be of an individual, group, institution or entire community  
  ! Appropriate for describing, exploring, and understanding a phenomenon in its real-life context  
  ! Variety of data collection methods necessary  
  ! Postpositive philosophy: thinking and reflection on what has happened after it happened | A Case Study of the Implementation of an Electronic Health Record in Preadmission Units and Day-Surgery Centers |
| Qualitative Descriptive Project | ! Preferred method for direct descriptions  
  ! Based on naturalistic inquiry  
  ! Focus groups typically used to collect data  
  ! Moderators must be skilled communicators | Nurses’ Perceptions of Nursing Handoffs at the Bedside |
| Clinical Intervention Project | ! 2 basic designs: Pre-experimental and Quasi-Experimental  
  ! Consent form is necessary  
  ! Involve manipulation of the independent variable  
  ! Builds knowledge about what works and what doesn’t work  
  ! Any deliberate physical, educational, or verbal action directed toward goal accomplishment  
  ! Must be able to demonstrate fidelity | Health Promotion in School-Aged Hispanic Children Through a Culturally Appropriate Nutrition and Exercise Family-School Program |
| Quality Improvement Project | ! Implies a continuous monitoring process  
  ! Focus on the structure, process, and outcomes of healthcare  
  ! Has its own validated methods and tools for analysis | Utilization of a Nurse-Driven Protocol to Decrease Catheter-Associated Urinary Tract Infections |
| Program Evaluation Project | * Evaluations fall into one of five categories:  
  ** Formative evaluation structure to provide input for immediate project improvement  
  ** Summative evaluation for the purpose of providing accountability  
  ** Outcome evaluation to measure whether or not a project achieved intended outcome  
  ** Goal-based evaluation to determine the extent to which programs are meeting predetermined goals  
  ** Process-based evaluation focused on a complete understanding of how a program work | Summative Evaluation of Patient Safety Strategies in an Urban Emergency Department |
Dissemination Activity:

The project chair is responsible for helping the student select a venue for presentation, reviewing and assisting the student with development of an abstract, and for reviewing presentation materials and processes with the student. This activity must be approved by the project chair. Examples of such activities include (but are not limited to):

- Submit a journal article for publication (based on the Project)
- Submit an abstract to a conference for a poster or other formal presentation (based on the Project)

Completion of the Project:

- Preparation of the Written Document – The project chair will advise the student in the preparation of the scholarly project manuscript. It is not unusual for the project chair to review numerous drafts before the project manuscript is approved; these reviews should be returned to the student within two weeks. The project chair will direct the student(s) when to have drafts reviewed by committee members for approval, who will return the draft with their comments within two weeks. It is the student's responsibility to stay informed of deadlines for submission of paperwork relevant to graduation and to plan the time appropriately. A general rule is that preparation of the project ALWAYS takes longer than anyone thinks it will.

- Problem Resolution - The DNP Scholarly Project must be approved by the project committee before the student can graduate. If there are matters of disagreement between the student(s) and committee members, the project chair is responsible for managing the process towards resolving the disagreement. The project chair may convene a meeting of the committee with the student(s) to discuss and try to resolve the disagreement. If committee members disagree or give conflicting advice, the project chair’s decision is final. If the project chair and the student(s) are unable to resolve a disagreement, the Associate Director of Graduate Nursing Programs should be consulted for a final decision.

ORAL PRESENTATION OF THE DNP CLINICAL SCHOLARLY PROJECT

At the end of the semester for Clinical Residency I-IV, there will be one day scheduled for presentations. In March or April of the final semester, there will be a final defense presentation scheduled as a part of the Clinical Residency and Project Development Course IV (NSG 886/NUDN 8444). The presentations will be for UNCC and WCU students, committee chairs and committee members. Other faculty and community members may be in attendance as well.

In addition to the final defense presentation, the student will be asked to present the project orally via a podium or poster presentation. All students and faculty will be invited to attend. The presentation is scheduled AFTER the project chair has indicated that the project is satisfactory. The project chair can provide guidance to the student in how to conduct the presentation.
Completed projects are retained on file at the School for future reference by students and faculty. The student will provide one copy of the project manuscript with the original signed project approval page (Appendix E) to the Graduate School as well as the Coordinator/Director of the DNP program. FINAL PROJECT DOCUMENTS THAT DO NOT MEET THE SPECIFICATIONS OUTLINED BELOW MAY BE REJECTED BY THE GRADUATE SCHOOL. The student also will provide one copy of the project manuscript to the committee chair, and if requested, to the committee members. Below are the details of what the student must provide to the Graduate School. Final Project Document Folder for Program Archives:

1. Hard copy of Written Project printout to be placed in black vinyl cover
2. Cover label containing project title, author, and date or transparent cover
3. Print requirements
   1. Size 12 Font
   2. Standard font (Times New Roman)
4. No formatting or grammatical errors
5. Additional material may be included (photos, digital archives of live presentations, poster printouts, etc.)
6. The Written Project must also be sent to the DNP Program Director in Adobe PDF format for additional archiving.
Doctor of Nursing Practice—WCU

Clinical Scholarly Project Committee Form: Appendix A

(Form available at: DNP Homeplace)

Appoint of Doctoral Project Committee

Name (print): ____________________________ 92#: __________________
Degree/Major: ________________________________
Address: __________________________________ E-mail: ________________________________
Tentative Project Topic:

DNP Project Committee:
Chair: ____________________________________
(Print Name, Sign, and Date)
Member: ____________________________________
(Print Name, Sign, and Date)
Member: ____________________________________
(Print Name, Sign, and Date)
Member: ____________________________________
(Print Name, Sign, and Date)

APPROVED:
DNP Program Director: _______________________
(Print Name, Sign, and Date)
Graduate Nursing Program Director: ______________
(Print Name, Sign, and Date)

STUDENT APPROVAL: I agree to the above information and hereby grant Western Carolina University a limited, non-exclusive, royalty-free license to reproduce my project, in whole or in part, in electronic form or paper form and make available to the general public at no charge.

DNP Candidate Signature: ____________________________ Date: ______________

July 201
### Appointment of Doctoral Dissertation Committee or DNP Scholarly Project Committee

Required signatures must be original, not electronic. Scanned original signatures are permitted.

**Student Name:**

**Degree/Major:**

**Proposed Topic:**

**Signature:**

**Date:**

☐ I am revising my committee

☐ The Graduate School may select the Graduate Faculty Representative for my committee

#### Dissertation Committee or DNP Scholarly Project Committee Signatures

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*Committee members must hold a faculty appointment in the Graduate School*
Format 1:
Use one of the following formats for the DNP Scholarly Project:

- University Signature Page
- Title Page
- Copyright
- Acknowledgements
- Abstract
- Introduction/Background
- Problem Statement
- Purpose of the Project
- Clinical Question
- Literature Review
- Conceptual/ Theoretical Framework
- Project Design
  - Methodology
    - Subjects
    - Setting
    - Tools/Measures
    - Intervention and Data Collection
- Project Analysis (including translation and impact on practice, fiscal impact)
- Project Findings/Results
- Significance or Implications
- Recommendations (Maintaining/Sustaining the Change)
- References
- Appendices
UNC Charlotte/WCU Dual DNP Program

Format 2:

University Signature Page
Title Page
Abstract

Chapter I
1. Nature of the project
   a. Introduction/Background
   b. Problem Statement
   c. Purpose of the Project/Significance (including cultural/special population/ethnic considerations)
   d. Significance of the project/including cultural/special population/ethnic considerations
   e. Clinical Question
   f. Project Objectives

Chapter II
1. Literature Review
2. Conceptual/Theoretical Framework

Chapter III
1. Project Design
   *Methodology
     a. Subjects
     b. Setting
     c. Tools/Measures
     d. Intervention and Data Collection
2. Project Analysis (including translation and impact on practice, fiscal impact)

Chapter IV
1. Project Findings/Results
2. Discussion of Results

Chapter V
1. Significance or Implications
2. Summary
3. Recommendations (Maintaining/Sustaining the Change)

References
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UNC Charlotte/WCU Dual DNP Program
Clinical Scholarly Project Topic Approval: Appendix C

Student Name:
Project Title:

<table>
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<th>PROJECT COMPONENT</th>
<th>ORAL PROPOSAL</th>
<th>WRITTEN PROPOSAL</th>
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<tbody>
<tr>
<td></td>
<td>S/U</td>
<td>Comments</td>
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<tr>
<td>DNP Project Topic Summary is concise, accurate, and provides project topic overview</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Problem/Focus</td>
<td>S/U</td>
<td>Comments</td>
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<tr>
<td>Background information: Description of given population Epidemiological data support significance Political environment for practice change Brief review of evidence to support project problem</td>
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<td>Problem/change clearly identified in PICOT format</td>
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<td>Clinical Site Identified to implement project</td>
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Evaluation of DNP Topic Proposal: _____Approved as Presented _____Approved with Recommendations _____Not Approved
Additional Comments:

Chair Signature: Date:
Committee Member Signature: Date:
Committee Member Signature: Date:

cc: Student File
_____DNP Program Coordinator/Director
_____Associate Director of Graduate Division

Approval Status Legend: S=Satisfactory; U=Unsatisfactory; NR=Needs Revision; NA=Not Applicable

Rev. 7/22/19
## UNC Charlotte/WCU Dual DNP Program
### Clinical Scholarly Project Proposal Approval Form: Appendix D

**Student Name:**

**Project Title:**

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Evaluation of Proposal:  _____Approved as Presented  _____Approved with Recommendations  _Not Approved

Additional Comments:

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cc: Student File

DNP Program Coordinator/Director

Associate Director of Graduate Division

Approval Status Legend: S=Satisfactory; U=Unsatisfactory; NR=Needs Revision; NA=Not Applicable

Rev. 7/22/19
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<td>Describe locally, nationally, and internationally impact</td>
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<td>Recommendations/Implications addressed for problem statement, supporting organization, key stakeholders, and other settings.</td>
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<td><strong>Impact of Project</strong></td>
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<td>Discuss dissemination plan (local, regional &amp; national)</td>
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<td>Describe next steps</td>
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<tr>
<td>Discuss how current regulations/policies influence the next steps</td>
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<td><strong>Project Synthesis</strong></td>
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<tr>
<td>Evidence candidate demonstrated practice inquiry skills including appraising and translating evidence into practice within the project</td>
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<tr>
<td>Evidence of candidate’s ability to lead DNP scholarly project</td>
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<tr>
<td>Ability of candidate to articulate state of current knowledge as it relates to advanced practice nursing in the health care system</td>
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<tr>
<td><strong>Writing and Organization</strong></td>
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Evaluation of Proposal

- Approved as Presented
- Approved with Recommendations
- Not Approved

Additional Comments:

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cc: Student File

- DNP Program Coordinator/Director
- Associate Director of Graduate Division

Approval Status Legend: S=Satisfactory; U=Unsatisfactory; NR=Needs Revision; NA=Not Applicable

Rev. 7/22/19
Authors are on the first submission of the article/presentation will be:
1. Student Investigator
2. Committee Chair
3. Other Committee members (in alphabetical order).

After one year, the committee chair may take the lead on preparing and submitting the project results as an article or presentation with authorship and order of authors to be determined at the discretion of the Project Chair after appropriate discussion with the DNP student and committee. Sequence of authorship and contact author will be assigned according to the amount of substantive contribution to the manuscript by each respective author for subsequent publication or presentation. The contact author for first submission of the article/presentation will be the committee chair unless otherwise negotiated. No author will impede the publication or presentation of results without due reason and justification. Planned use of research findings/results in future publications or projects must be discussed among authors before graduation of the DNP student. It is understood that student members will maintain current contact information with the committee chair and DNP program.

DNP Student Signature

Printed Name

Date

Committee Chair Signature

Printed Name

Date

Clinical Expert/Committee Member(s) Signature

Printed Name(s)

Date
Graduate School Proposal Defense Form: Appendix G

All dissertation committee members are expected to be present for the dissertation proposal defense. Required signatures must be original, not electronic. Scanned original signatures are permitted.

Student Name: ____________________________ 80 #: ______________________

Degree/Major: ______________________________

Date Proposal Defended:  Month __  Day __  Year __  □ Passed  □ Failed

Topic: ______________________________________

ARE HUMAN SUBJECTS INVOLVED? A “human subject” is any living individual about whom an investigator conducting research obtains data through intervention (physical procedure or manipulation), interaction (interviews, questionnaires, surveys), or other interpersonal communication.

☐ Yes  ☐ No  (If Yes, attach approval by the UNC Charlotte Human Subjects Committee)

IS ANIMAL RESEARCH INVOLVED?

☐ Yes  ☐ No  (If Yes, attach approval by the UNC Charlotte Institutional Animal Care and Use Committee)

DOES RESEARCH INVOLVE RECOMBINANT DNA?

☐ Yes  ☐ No  (If Yes, attach approval by the UNC Charlotte Institutional Biosafety Committee)

Committee Member Signatures
(All committee members must be active members of the Graduate Faculty)

Chair:
Name: ____________________________ Signature/Date: ____________________________

Committee Member:
Name: ____________________________ Signature/Date: ____________________________

Committee Member:
Name: ____________________________ Signature/Date: ____________________________

Committee Member:
Name: ____________________________ Signature/Date: ____________________________

Committee Member:
Name: ____________________________ Signature/Date: ____________________________

Graduate Faculty Representative (for doctoral only)
Name: ____________________________ Signature/Date: ____________________________

Graduate Program Director:
Name: ____________________________ Signature/Date: ____________________________

*Master’s Thesis students* - this form must be submitted with the Appointment of Master’s Thesis Committee form.

*Doctoral students* - An Appointment of Doctoral Dissertation Committee form must be submitted prior to the Proposal Defense.

Jan 2018

After all required signatures have been obtained, submit this form to the Graduate School, Cato Hall.
DNP Scholary Project/Project

All dissertation committee members are expected to be present for the dissertation final defense. 
Required signatures must be original, not electronic. Scanned original signatures are permitted.

Name: ___________________________________________  80 #: ___________________________________________

Degree/Major: ______________________________________

Defense Date: Month __________ Day ______ Year ______

Official Title: ______________________________________

The above named student has: (check one)  ☐ Passed  ☐ Failed

Student:

Name: ___________________________________________ Signature ______________________ Date: _____

Committee Member Signatures
(All committee members must be active members of the Graduate Faculty)

Chair:
Name: ___________________________________________ Signature/Date: ______________________

Member:
Name: ___________________________________________ Signature/Date: ______________________

Member:
Name: ___________________________________________ Signature/Date: ______________________

Member:
Name: ___________________________________________ Signature/Date: ______________________

Member:
Name: ___________________________________________ Signature/Date: ______________________

Graduate Faculty Representative (Doctoral Only)
Name: ___________________________________________ Signature/Date: ______________________

Graduate Program Director
Name: ___________________________________________ Signature/Date: ______________________

Please submit this form to the Graduate School within 1 business day after your defense. 
The title entered above is the official title of your dissertation or scholarly project and cannot be changed after submission of this form.
Graduate School Dissertation Submission/ETD Form: Appendix I

Dissertation/Thesis Submission & ETD Form

Please submit this form with the signed dissertation/thesis title page to the Graduate School.
~Submission of this form is not reflected in DegreeWorks~

Master’s Thesis Students Submit Forms to Julie Green and Doctoral Students Submit Forms to Aura Young

GRADUATION TERM: □ Fall □ Spring □ Summer I □ Summer II Year:

Full Name: □ Fall □ Spring □ Summer I □ Summer II

80 #: Phone #:

UNCC Email: Degree/Program:

Full Title of Thesis or Dissertation:

Submission Requirements
Your thesis or dissertation will not be accepted without the following:
1. Approval by UNC Charlotte Graduate School
2. Submission of title page, this form, submission fee, and the submission of thesis or dissertation to ProQuest by the deadline
3. Adherence to all deadlines

~$45 submission fee is now payable online. You should also use this payment portal to pay for the optional copyright registration ($55) and optional binding fees.

Student Agreement: I hereby certify that, if appropriate, I have obtained and attached hereto written permission statements from the owners of each third party copyrighted matter to be included in my document, allowing distribution as specified below. I certify that the version I submitted is the same as that approved by my committee and grant the University of North Carolina at Charlotte and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my document in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the document. I also retain the right to use in future works all or part of this document. I certify that this is my own original work.

NOTE: If you wish to delay the publication of your work, you must submit a Sequester Request Form along with this Submission & ETD Form to the Graduate School for approval.

Student
Name: Signature: Date:

Committee Chair
Name: Signature: Date:

Committee Co-Chair (if applicable)
Name: Signature: Date:

Graduate Program Director
Name: Signature: Date:

Review and Acceptance: The above-mentioned document has been reviewed and accepted by the student’s committee. The undersigned understand that the document is being submitted in electronic format (ETD) and agree to abide by the statements above regarding the access option selected for the ETD.

June 2019
Graduate School Approval of Remote Committee Form: Appendix J

Approval of Remote Committee Participation

Defense Date:   Month  Day  Year  

Student Name:  

Student Email Address:  

Check One:  
☐ Project Proposal Defense  ☐ Thesis Proposal Defense  
☐ Project Final Defense  ☐ Thesis Final Defense  
☐ Scholarly Project Proposal Defense  ☐ Dissertation Proposal Defense  
☐ Scholarly Project Final Defense  ☐ Dissertation Final Defense

It is expected that all dissertation committee members be present for both the dissertation proposal defense and for the dissertation final defense. If there is an exceptional case in which a committee member needs to participate in the proposal or final defense from a remote location the following conditions must be met:
1. The Remote Participation form must be submitted to the Graduate School at least two weeks prior to the scheduled proposal or final defense. Original or scanned original signatures acceptable.
2. Any visual aids or other materials have been distributed in advance to the remote member.
3. The remote member participates in the entire and complete conduct of the meeting through either video conferencing (preferred) or audio conferencing.
4. The Chair has accepted responsibility for the oversight of any logistical arrangements necessary.
5. The final defense (Doctoral only) must be announced through the Graduate School Defense Announcement portal, open to the public, and held on campus.

Note—The defense cannot proceed without the Chair and Graduate Faculty Representative present at the on campus location.

We, the undersigned, are aware that one member of this committee will be participating remotely in this meeting and agree to this remote participation. We do hereby verify that all of the above conditions have been or will be met for the committee meeting checked.

Student:

Name:  
Signature/Date:  

Chair:

Name:  
Signature/Date:  

Remote Member:

Name:  
Signature/Date:  

Graduate Faculty Representative (for doctoral students only)

Name:  
Signature/Date:  

Graduate Program Director:

Name:  
Signature/Date:  

Jan 2019
DNP Project Checklist: Appendix K

Student Name: __________________________ Committee Members: __________________________

☐ Signed Clinical Learning Contract

☐ Signed Doctoral Committee Appointment Form

☐ Signed Dissemination Agreement

☐ Completed Clinical Residency I

☐ Completed Clinical Residency II

☐ Completed Clinical Residency III

☐ Completed Clinical Residency IV

☐ Completed IRB Proposal  ☐ Submitted IRB Proposal  ☐ Approved IRB Proposal

☐ Scheduled First Committee Meeting  ☐ Completed First Committee Meeting

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☐ Signed Approval Page
Learning Contract: Clinical Residency and Project Development

Name: ______________________________________________________________

Project Chair: _______________________________________________________

Course Faculty: _______________________________________________________.

Title of Scholarly Clinical Project: ________________________________

Site or Sites for Implementation of Clinical Hours: _______________________

Name of Clinical Expert and Their Credentials (if used): ____________________

Clinical Practicum: 540 Clinical Hours

Please describe how you plan to meet the 540 clinical hour requirement and discuss how these objectives help you accomplish the course and DNP program objectives:

- Analyze and integrate evidence from nursing science with evidence from other relevant scientific disciplines to form a scientific foundation for advanced practice in nursing.
- Apply clinical scholarship, scientific evidence, and analytical methods to improve health care outcomes.
- Develop and evaluate systems to enhance safety and quality of health care.
- Advocate and participate in collaborative interdisciplinary efforts to improve health outcomes at the practice/organization, community, state and national levels.
- Engage in culturally competent and ethically sound advanced nursing practice.
- Demonstrate leadership in the improvement of patient outcomes and transformation of health care delivery.
- Manage directly the complex problems of clients/populations and systems to facilitate access and navigation of the health care system to improve health outcomes.
Students participate in multiple academic and scholarly activities. For example, students are expected to attend conferences, seminars, journal club, grand rounds, morbidity and mortality meetings, patient conferences, practice-based lectures, interdisciplinary committees, quality improvement committees and any other opportunities available at their site. Each student is expected to post a minimum of at least three scholarly activities during residency. In addition, students are required to be involved and contribute to interdisciplinary initiatives. The scholarly activities should support the objectives in the Clinical Learning Contract.

To be completed by student:

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<th>Clinical Learning Strategies, Activities, and Resources</th>
<th>Measurable Outcomes:</th>
<th>Evaluation:</th>
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<td>2. Fulfillment of objective</td>
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<td>3. Recommended next steps (Review/reflect/revise)</td>
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<td>*Include Number of hours engaged in Clinical activity</td>
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1. Apply EBP and Theory to analyze the literature for the scholarly project,
2. Identify theoretical frameworks utilized in the body of research on the project topic.

1. Identify a clinical site mentor, and DNP Project Committee Chair.
2. Develop a Clinical Contract.

3. Develop a PICOT question
4. Attend Scholarly Conferences, Seminars, Journal Club, Grand Rounds, Morbidity/Mortality Meetings, Practice-Based Lectures, Interdisciplinary Committees, Quality Improvement Committee meetings, and other opportunities at the practice site.

*Minimum of 3

**CONTRACT REVIEWED AND APPROVED:** (typed or electronic signature is acceptable)

Student: ___________________________ Date: ________________  Revised _____

Clinical Expert Signature: ___________________________ Date: ________________

Faculty Course Coordinator: __________________________ Date: ________________

**FEEDBACK:** GOALS AND OBJECTIVES WERE MET

Student: __________________________

Clinical Expert: ___________________________ Date: ________________

Faculty Course Coordinator: __________________________ Date: ________________

Approval DNP Program Coordinator

___ Yes  ___ No

Verified Agency Affiliation Agreement

___ Yes  ___ No
Learning Contract: Clinical Residency and Project Development

Name: ____________________________________________

Project Chair: ____________________________________

Course Faculty: ____________________________________

Title of Scholarly Clinical Project: ____________________

_____________________________________________________________________________________________

Site or Sites for Implementation of Clinical Hours: ____________________________

__________________________________________________________________________________________

Name of Clinical Expert and Their Credentials (if used): __________________________

__________________________________________________________________________________________

Clinical Practicum: 540 Clinical Hours

Please describe how you plan to meet the 540 clinical hour requirement and discuss how these objectives help you accomplish the course and DNP program objectives:

- Analyze and integrate evidence from nursing science with evidence from other relevant scientific disciplines to form a scientific foundation for advanced practice in nursing.
- Apply clinical scholarship, scientific evidence, and analytical methods to improve health care outcomes.
- Develop and evaluate systems to enhance safety and quality of health care.
- Advocate and participate in collaborative interdisciplinary efforts to improve health outcomes at the practice/organization, community, state and national levels.
- Engage in culturally competent and ethically sound advanced nursing practice.
- Demonstrate leadership in the improvement of patient outcomes and transformation of health care delivery.
- Manage directly the complex problems of clients/populations and systems to facilitate access and navigation of the health care system to improve health outcomes.
Students participate in multiple academic and scholarly activities. For example, students are expected to attend conferences, seminars, journal club, grand rounds, morbidity and mortality meetings, patient conferences, practice-based lectures, interdisciplinary committees, quality improvement committees and any other opportunities available at their site. Each student is expected to post a minimum of at least three scholarly activities during residency. In addition, students are required to be involved and contribute to interdisciplinary initiatives. The scholarly activities should support the objectives in the Clinical Learning Contract.

To be completed by student:

<table>
<thead>
<tr>
<th>Clinical Learning Objectives</th>
<th>Clinical Learning Strategies, Activities, and Resources</th>
<th>Measurable Outcomes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Examine/synthesize feedback for written and oral topic approval proposals and revise as necessary</td>
<td></td>
<td>3. Deliverables</td>
</tr>
<tr>
<td>2. Perform an extensive review of the literature</td>
<td></td>
<td>4. Means for evaluating</td>
</tr>
</tbody>
</table>

**Evaluation:**
4. Achievement of Deliverables
5. Fulfillment of objective
6. Recommended next steps (Review/reflect/revise)
*Include Number of hours engaged in Clinical activity*
3. Develop a plan for project implementation

4. Select/develop tools for data collection and management

5. Complete CITI Training and familiarize yourself with IRB at home institution

6. Attend Scholarly Conferences, Seminars, Journal Club, Grand Rounds, Morbidity/Mortality Meetings, Practice-Based Lectures, Interdisciplinary Committees, Quality Improvement Committee meetings, and other opportunities at the practice site.

*Minimum of 3
CONTRACT REVIEWED AND APPROVED: (typed or electronic signature is acceptable)

Student: ________________________________ Date: ____________  Revised _____

Clinical Expert Signature: ________________________________ Date: ____________

Faculty Course Coordinator: ________________________________ Date: ____________

FEEDBACK: GOALS AND OBJECTIVES WERE MET

Student: ________________________________

Clinical Expert: ________________________________ Date: ____________

Faculty Course Coordinator: ________________________________ Date: ____________

Approval DNP Program Coordinator

___Yes   ___No

Verified Agency Affiliation Agreement

___Yes   ___No
Learning Contract: Clinical Residency and Project Development

Name: ________________________________________________________________

Project Chair: _____________________________________________________________________

Course Faculty: ________________________________________________________________

Title of Scholarly Clinical Project: ________________________________________________

Site or Sites for Implementation of Clinical Hours: ________________________________

Name of Clinical Expert and Their Credentials (if used): _____________________________

Clinical Practicum: 540 Clinical Hours

Please describe how you plan to meet the 540 clinical hour requirement and discuss how these objectives help you accomplish the course and DNP program objectives:

- Analyze and integrate evidence from nursing science with evidence from other relevant scientific disciplines to form a scientific foundation for advanced practice in nursing.
- Apply clinical scholarship, scientific evidence, and analytical methods to improve health care outcomes.
- Develop and evaluate systems to enhance safety and quality of health care.
- Advocate and participate in collaborative interdisciplinary efforts to improve health outcomes at the practice/organization, community, state and national levels.
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- Demonstrate leadership in the improvement of patient outcomes and transformation of health care delivery.
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To be completed by student:

| Clinical Learning Objectives | Clinical Learning Strategies, Activities, and Resources | Measurable Outcomes:  
1. Deliverables  
2. Means for evaluating | Evaluation:  
1. Achievement of Deliverables  
2. Fulfillment of objective  
3. Recommended next steps (Review/reflect/revise)  
*Include Number of hours engaged in Clinical activity |
|-----------------------------|------------------------------------------------------|-----------------------------------------------|------------------------------------------------|
| 1. A. Establish and communicate a clear implementation plan.  
B. Discuss and establish contingency plans. | | | |
| 2. Implement your project. ***Bulk of your hours*** | | | |
3. Perform a personal evaluation of your implementation. *(What worked? What didn't work?)*

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4. A. Relate your work to the DNP Essentials.  
B. Evaluate how your work contributes to the DNP degree.

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5. Attend Scholarly Conferences, Seminars, Journal Club, Grand Rounds, Morbidity/Mortality Meetings, Practice-Based Lectures, Interdisciplinary Committees, Quality Improvement Committee meetings, and other opportunities at the practice site. *

* **Minimum of 3**

Provide evidence of leadership via presenting at, or leading, one of the scholarly activities listed above. **

** **Minimum of 1**

|   |   |   |
CONTRACT REVIEWED AND APPROVED: (typed or electronic signature is acceptable)

Student: ___________________________ Date: ________________

Clinical Expert Signature: ___________________________ Date: ________________

Faculty Course Coordinator: ___________________________ Date: ________________

FEEDBACK: GOALS AND OBJECTIVES WERE MET

Student: ___________________________ 

Clinical Expert: ___________________________ Date: ________________

Faculty Course Coordinator: ___________________________ Date: ________________

Approval DNP Program Coordinator

___Yes ___No

Verified Agency Affiliation Agreement

___Yes ___No
Learning Contract: Clinical Residency and Project Development

I II III IV

Name:______________________________________________________________

Project Chair:________________________________________________________

Course Faculty: ________________________

Title of Scholarly Clinical Project: ______________________________________

Site or Sites for Implementation of Clinical Hours: _________________________

Name of Clinical Expert and Their Credentials (if used): _____________________

Clinical Practicum: 540 Clinical Hours

Please describe how you plan to meet the 540 clinical hour requirement and discuss how these objectives help you accomplish the course and DNP program objectives:

- Analyze and integrate evidence from nursing science with evidence from other relevant scientific disciplines to form a scientific foundation for advanced practice in nursing.
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- Demonstrate leadership in the improvement of patient outcomes and transformation of health care delivery.
- Manage directly the complex problems of clients/populations and systems to facilitate access and navigation of the health care system to improve health outcomes.
Students participate in multiple academic and scholarly activities. For example, students are expected to attend conferences, seminars, journal club, grand rounds, morbidity and mortality meetings, patient conferences, practice-based lectures, interdisciplinary committees, quality improvement committees and any other opportunities available at their site. Each student is expected to post a minimum of at least three scholarly activities during residency. In addition, students are required to be involved and contribute to interdisciplinary initiatives. The scholarly activities should support the objectives in the Clinical Learning Contract.

To be completed by student:

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<tr>
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<tbody>
<tr>
<td>1. Analyze and report data from implementation.</td>
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<td>2. Complete the final write-up of Project.</td>
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<td>3.</td>
<td>Begin process of submitting project for publication.</td>
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<td>4.</td>
<td>Present project in a public forum.</td>
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<td>5.</td>
<td>Successfully defend project.</td>
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<td>6.</td>
<td>Attend Scholarly Conferences, Seminars, Journal Club, Grand Rounds, Morbidity/Mortality Meetings, Practice-Based Lectures, Interdisciplinary Committees, Quality Improvement Committee meetings, and other opportunities at the practice site.</td>
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**Minimum of 3**

Provide evidence of leadership via presenting at, or leading, one of the scholarly activities listed above. **

**Minimum of 2**
CONTRACT REVIEWED AND APPROVED:  (typed or electronic signature is acceptable)

Student: ___________________________ Date: ________________

Clinical Expert Signature: ___________________________ Date: ________________

Faculty Course Coordinator: ___________________________ Date: ________________

FEEDBACK: GOALS AND OBJECTIVES WERE MET

Student: ___________________________

Clinical Expert: ___________________________ Date: ________________

Faculty Course Coordinator: ___________________________ Date: ________________

Approval DNP Program Coordinator
___Yes  ___No

Verified Agency Affiliation Agreement
___Yes  ___No
UNCC & WCU School of Nursing  
DNP Residency/Scholarly Project Log: Appendix M

Student Name: _______________________________  DNP Faculty Course Coordinator: _______________________________

Course Name and Number: ____________________  Clinical Expert: _______________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours (Start and Stop)</th>
<th>Cumulative Hours</th>
<th>Description of Scholarly Activities: Record all activities taken to meet course objectives and analysis of progress toward goals</th>
<th>Identify the DNP Essential that applies to your scholarly activity</th>
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