

Eastern Kentucky University

College of Health Sciences

School of Nursing

Doctor of Nursing Practice Program

Student Handbook



DOCTOR OF NURSING PRACTICE

Revised June 9, 2020

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Introduction

This Student Handbook is intended for students entering Eastern Kentucky University's (EKU), Doctor of Nursing Practice (DNP) Program. The ECU DNP Program is a post-masters in nursing (Post-MSN) program. The DNP Student Handbook is not intended to replace the Graduate Catalog or the University Handbook for Students, but is provided for informational purposes to assist DNP students entering, progressing through, and completing the DNP program. Students should consult with the DNP Faculty, DNP Coordinator, or Department Chair to obtain information or answers to their particular questions, and/or clarify their particular circumstances.

All statements in this DNP Student Handbook are announcements of present policy and are subject to change without prior notice. Every effort is made to communicate changes with students in a timely, appropriate manner. Nothing contained in this publication is intended to create, nor shall be constructed as creating a contract, either expressed or implied, or guarantee for any term for any specific procedures. The department reserves the right to make changes in its policies, procedures, hand book, academic curricula, informational and printed materials, and all other items whenever needed to fulfill and properly exercise its educational responsibilities and objectives in ensuring a quality educational program.

School of Nursing

Preamble

Eastern Kentucky University's Baccalaureate Nursing Program was organized in 1971. In the same year, the Meditation Chapel was dedicated, and its influence can be seen in the B.S.N. pin. In 1975, the program became part of the newly established College of Allied Health and Nursing. In 1995, the Master of Science in Nursing Program was approved and implemented. The department name was changed to Department of Baccalaureate and Graduate Nursing (DBGN). In 2020, the department was renamed to the School of Nursing. In 1999, the college name was changed to College of Health Sciences (CHS).

The beliefs of the faculty and students relevant to nursing and health care are set forth in the statement of philosophy. The philosophy guides the educational program and learning environment. The philosophy mandates that faculty, students, and graduates adapt to the dynamics of nursing, health care systems, and society.

The School of Nursing within the College of Health Sciences functions as an autonomous educational unit deriving the broad outlines of its aims and functions from the core values of

Eastern Kentucky University. The College of Health Sciences affirms the University's core values of intellectual ability, sense of community, diversity, stewardship of place, accountability and excellence (EKU, 2016). The foundations of professional nursing education are congruent with the purposes of the University and College of Health Sciences. Graduate nursing education builds on baccalaureate nursing education and reaffirms the core values of Eastern Kentucky University and the College of Health Sciences.

[Eastern Kentucky University Bulletin, General Catalog](#)
[Revised and Approved by Faculty Organization on September 25, 2016](#)
[Updated June 9, 2020 to reflect School of Nursing](#)

Mission Statement

The mission of the EKU School of Nursing is to prepare professional nurses at all levels who work in interprofessional environments to promote health and well-being for diverse populations across the Commonwealth, country, and world.

Philosophy

Consistent with the core values of Eastern Kentucky University and the College of Health Sciences, the faculty of the School of Nursing embrace the following beliefs about patient, environment, health, nursing, professional nursing practice, baccalaureate nursing education, and graduate nursing education.

Patient

Patients include individuals, families, groups, communities, and populations. Each patient is unique and merits respect, support, and dignity. Patients develop and adapt in recognizable phases and patterns. Patients continually seek meaning and purpose. Through participation in life experiences, patients grow, assume responsibility, and develop across the lifespan. Patients are holistic beings integrating the biological, psychological, socio-cultural, and spiritual dimensions. The term "client" may be used interchangeably with "patient."

Environment

Environment is the aggregate of all objects, conditions, forces, and ideas that interact with patients. The elements of the environment include the physical, biological, socio-cultural, and organizational systems. A health promoting environment facilitates movement toward wellness.

Health

Health is the dynamic process between the patient and the environment. Optimal health includes biological, environmental, psychological, socio-cultural, spiritual, and organizational influences. Health reflects a patients' ability, willingness, and resources to engage the environment in a manner that maximizes wellness.

Nursing

Nursing is an autonomous and caring profession. Nursing is an art and science that promotes health through patient-centered care. While respecting patients' rights to self-determination, nursing provides holistic care during health, illness, and death.

Baccalaureate Nursing Education

Preparation for professional nursing requires liberal and professional baccalaureate education. Baccalaureate nursing education develops critical thinking, collaboration, and decision making. Baccalaureate graduates are prepared to function as providers of patient-centered care, designers/managers/coordinators of care, and are members of a profession who are proactive in a changing health care system. Baccalaureate graduates must be professional, responsible, and accountable for evidence-based practice.

Baccalaureate nursing education is a transformative process for students and faculty and is a process of reciprocal accountability and responsibility. Teaching is a cooperative, collaborative venture. Students and faculty share responsibility for the integration of experience, knowledge, and skills. Faculty members serve as role models and facilitators. Graduates are prepared to pursue lifelong learning, function in a variety of healthcare settings, and deliver models, as well as specialize at the graduate level.

[Revision Approved on August 19, 2009](#)

[Reviewed and Updated on February 05, 2010](#)

Graduate Nursing Education

Preparation for advanced nursing roles is obtained through graduate education in nursing. Graduate education in nursing further develops the intellectual skills of critical thinking, analytical inquiry, and problem solving which were initiated in baccalaureate nursing education.

Building on the foundations laid by baccalaureate education, the faculty recognizes the need for additional knowledge to prepare graduates for specialty practice and for advanced roles. The

evaluation of theory and research in nursing and related fields is imperative for graduates to incorporate evidence-based practice into their advanced nursing roles. A higher level of synthesis, analysis, and application of advanced nursing knowledge is essential for performance obtained through graduate education in nursing. The graduate develops professional concepts and behaviors in order to function in an advanced role.

Nurses prepared at the graduate level must collaborate with other health disciplines in providing innovative health care delivery. They do so as full partners, sharing the responsibility for delineating society's health goals and developing health care policy. In addition, they function as advocates for the health care consumer who has the right to health care, regardless of social class or ethnic background.

The University's rural geographic setting creates unique health care concerns. The online format of the DNP program creates an educational opportunity open not only to nurses in Kentucky, but in many states. The faculty is committed to educating nurses from Kentucky and other states at the graduate level who will contribute to the general health of the nation. The educational process at the graduate level is collegial in nature and promotes independent, self-directed learning and self-evaluation. Students are required to communicate the results of their discovery, analysis, and synthesis of knowledge both orally and in writing to prepare them for their increased responsibility in making contributions to the knowledge base of the discipline of nursing. Graduate education stimulates the learner to a lifetime of personal and professional development. As baccalaureate education serves as the foundation for professional nursing practice and for graduate study in nursing, graduate education prepares the nurse for more specialized and advanced roles in the profession. Graduate education prepares nurses to serve as advanced practice nurses, to serve in roles requiring other types of advanced nursing knowledge, and to serve as leaders in the health care system.

Doctor of Nursing Practice (DNP) Program

DNP Goal Statement

The Doctor of Nursing Practice (DNP) Program at Eastern Kentucky University prepares nurses to innovate, lead change, and improve health outcomes for patients and populations. The ECU DNP degree is a practice-focused nursing doctorate, that prepares nurses for the highest levels of practice. Practice, as defined by the American Association of Colleges of Nursing (AACN, 2004), may include, but is not limited to direct patient care, organizational leadership, policy making, and other essential practice roles. The ECU program has a strong emphasis on organizational leadership.

DNP Program Outcomes

Graduates of the DNP program will be able to:

- Develop, evaluate, translate, and integrate theory-based nursing and interdisciplinary knowledge in new practice approaches to enhance health and health care delivery.
- Develop and evaluate principles of organizational and systems theory to provide leadership in improving health outcomes and promoting excellence in practice.
- Utilize analytic methods, information technology, and research methods to critically appraise evidence-based data to evaluate outcomes of practice, practice patterns, and health systems against national benchmarks, to improve health care outcomes.
- Assimilate and process aggregate data, using information systems, informatics and technology, as well as evaluation and assessment tools, current research and outcome data, to translate this knowledge to improve or transform patient and health care systems.
- Actively influence health policy that addresses health disparity, access, quality, and financing at institutional, local, state, federal, and international levels.
- Employ effective communication and interprofessional collaboration to design, implement, and evaluate individual and system level interventions to improve health and create change in health care delivery systems.
- Implement clinical prevention and population health activities to improve the health of individuals and populations.

Professional Standards for the DNP Program

The Essentials of Doctoral Education for Advanced Nursing Practice, published in 2006 by the American Association of College of Nursing (AACN), has been adopted as the professional standard to guide the DNP curriculum. The document specifies the curriculum content for the practice doctorate in nursing. ECU's DNP Committee has reviewed the curriculum carefully for consistency with these standards to ensure a quality DNP Program.

The DNP Curriculum is conceptualized by the AACN DNP Essentials, which are the foundational outcome competencies deemed essential for all graduates of a DNP program, regardless of specialty or functional focus.

The AACN DNP Essentials (2006):

Essential I: Scientific Underpinnings for Practice

Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking

Essential III: Clinical Scholarship and Analytic Methods for Evidence-Based Practice

Essential IV: Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care

Essential V: Health Care Policy for Advocacy in Health Care

Essential VI: Interprofessional Collaboration for Improving Patient and Population Health Outcomes

Essential VII: Clinical Prevention and Population Health for Improving the Nation's Health

Essential VIII: Advanced Nursing Practice

Admission Information for the DNP Program

Individuals interested in applying to the DNP Program should first contact ECU Enrollment Advisor, Halie Sissle at 859-622-2517 or halie.sissle@eku.edu. Specific questions related specifically to nursing, the DNP Experience/Clinical Hours, or other professional inquiries will be forwarded to the DNP Program Coordinator, Dr. Molly J. Bradshaw, at molly.bradshaw@eku.edu. Applicants may also email the DNP Coordinator directly to schedule and appointment.

Additional questions or concerns can be directed to:

Eastern Kentucky University, Graduate School
Phone: 859- 622-1742
Hours: Monday - Friday, 08:00am- 04:30pm EST

Admission Requirements

Minimum requirements for admission to the DNP program include:

- MSN degree from a nationally accredited program

- Free and unrestricted R.N. license in the state of residence or nursing practice
- Graduate GPA of at least 3.0 (4.0 scale)

Graduate School Application Process

A student seeking admission to the Post-Masters DNP Program at Eastern Kentucky University must apply online for admission to the Graduate School. The student is responsible for submitting completed materials to the Graduate School, including the Graduate School Application Form, transcripts of all previous college work (except for course work at Eastern Kentucky University), and the current application fee. Applications for the Graduate School are available online from the Graduate School website.

Please note that the narrative relating your goals for graduate study is a required part of the application process. This narrative should be considered a very important part of the application. Faculty will use this narrative to evaluate your written communication skills and the relationship of your career goals to those of the program. The narrative essay should describe the relationship between the applicant's professional goals and the DNP Program.

The applicant must provide three professional references. The applicant will provide the email addresses and an electronic reference form will be emailed to each reference when the application is submitted. A variety of references is suggested to provide a more complete picture of potential for graduate study (i.e., peer, supervisor, and professor). References from family members and friends are not considered professional in nature. Please inform individuals receiving electronic reference forms that your application file cannot be completed until the reference form is submitted to the ECU Graduate School.

A completed application packet includes:

- A completed application form
- Resume or Curriculum Vitae
- Short narrative as instructed in the application (500-700 words)
- Three Professional references

Deadlines for Application Submission

Application deadlines for the DNP program consistent with those published by the ECU Graduate School. Students are admitted for enrollment four times per year:

- Fall A (July 1)
- Fall B (August 15)
- Spring A (November 1)
- Summer I (March 15)

Selection of Applicants for Admission

Completed application packets will be reviewed by members of the DNP Committee on

an ongoing basis. Applicants will be admitted, denied, or asked to participate in a phone or video conference interview. Enrollment in the Graduate School does not guarantee either admission or completion of the DNP Program. As a limited number of applicants are accepted for admission, selection will be based on careful consideration of all admission information and the degree to which each candidate meets the requirements. Only completed applications will be reviewed. Notification of acceptance will occur by email.

Transfer of Credit from Outside Doctoral Programs

Consistent with the Graduate Catalog, an incoming student may transfer no more than 12 hours into the ECU DNP Program. Students wishing to transfer credits will be required to submit official transcripts and course syllabi for review. Transfer of credit is at the discretion of the DNP Committee and will be assessed on an individual basis to determine the congruence of previous course work with NSC course outcomes.

Student Services

Class Offerings

Classes are offered through an on-line format with occasional synchronous classes utilizing web video conferencing technology. No on-campus class meetings are required.

Bookstore Services

Textbooks and most course supplies may be purchased through the ECU Official Bookstore (Barnes & Noble at ECU), located in the Powell Building on ECU Campus. Phone orders are not permitted, but students can best order books online using the [ECU Official Bookstore](#) website.

Contact Information ECU Bookstores:

Phone: (859) 622-2696

Fax: (859) 622-2660

E-mail: ekubooks@ecu.edu

Library Assistance and Services

General library services include access to over 292 databases, group and individual research assistance, in-person and [electronic reference assistant](#), discipline-specific subject guides ([Nursing Library Guide](#)), and assignment-based instruction via classroom or Blackboard.

For reference assistance, DNP students should first contact the Nursing Library Liaison. Individual support can be provided in-person, live via conferencing technology, or by other means.

EKU Nursing Library Liaison:
Karen Gilbert, karen.gilbert@eku.edu

Additional online library support can be obtained from:

EKU Libraries Distance & Online Education Program Office:
Contact: Brad Marcum
Email: brad.marcum@eku.edu
Phone: (859) 622-1801
[Website](#).

Information Technology Services

Email

Every student registered with Eastern Kentucky University has access to a free ECU email address. Students are expected to check their ECU email address on a regular basis since this is the primary method of contact for online classes. Use this website to activate the ECU email account: <https://ekuonline.eku.edu/eku-online-activating-your-student-e-mail-account>

Helpdesk

EKU's ITDS Helpdesk serves as the first point of contact for all our computing needs. Call (859) 622-3000 for support 24 hrs per day, 7 days per week.

EKU Direct

EKU Direct provides students with access to a variety of online services including but not limited to course schedules, managing ECU account passwords, and student financial information.

Advising and Registration

Upon admission, DNP students receive a gap analysis and curriculum plan (discussed in a later section). Students are expected to follow the agreed upon plan for academic progression. The

DNP Coordinator serves as the primary faculty advisor for enrollment and curriculum progression.

EKU DNP Coordinator:

Dr. Molly J. Bradshaw DNP, APRN, FNP-BC, WHNP-BC

Email: molly.bradshaw@eku.edu

As students enter courses directly related to the DNP Project (NSC 994/NSC 938), the DNP Project Chair also contributes to the advising process as the expert of the status of the DNP Project. When the DNP Coordinator and DNP Project Chair are in agreement, the student will be advised for registration via the ECU Enrollment Advisor. The ECU Enrollment Advisor, Halie Sissle, will assist students with the specific logistics of course enrollment.

EKU Enrollment Advisor for the DNP Program:

Halie Sissle

Email: halie.sissle@eku.edu

DNP Courses

Required Course Credits and Course Descriptions

The following is a summary of the required courses in the DNP Program, the credit hours for each, and the course descriptions.

NSC 905: Analytical Methods for Evidence Based Practice (3 credit hours)

Description and analysis of quantitative data using statistical and graphical methods, for purposes of evidence-based practice.

NSC 940: Theoretical Application for DNP (3 credit hours)

Analyze the development of knowledge and the interrelationship of theory, research, and practice. Theoretical perspectives and foundations for inquiry of nursing science will be explored, emphasizing strategies for theory development, evaluation, and application.

NSC 942: Informatics in Healthcare Delivery (3 credit hours)

Focuses on theoretical basis of information systems in healthcare, impact of informatics on clinical practice and administrative decision-making, and strategies to evaluate and Improve use of information technology in healthcare.

NSC 950: Health Policy (3 credit hours)

Analysis of policy process in order to develop advanced nursing leadership skills for

designing, implementing, and evaluating health policy.

NSC 954: Healthcare Organizational Leadership (3 credit hours)

Explores theoretical foundations of leadership with an organization systems perspectives. Examine principles of organizational systems, quality improvement, dimensions of health/organizations, and human resources management.

NSC 960: Healthcare Economics and Finance (3 credit hours)

Examines healthcare economics and business practices and uses their relationships on health policy and clinical practice. Economic concepts and tools will be utilized to examine issues and solve problems/issues pertaining to healthcare and the delivery of healthcare services.

NSC 990: Synthesizing Evidence for the DNP (3 credit hours)

Translate specific nursing knowledge into complex interventions to improve rural health outcomes.

NSC 992: Implementation Methods for the DNP (3 credit hours)

Translate specific multi-disciplinary knowledge into complex interventions to improve rural health outcomes in the development of a proposal to enhance evidence-based practice.

NSC 900: Seminar I: DNP Role Transition (1-3 credit hours)

Explores issues pertinent to role transition and role assimilation for the DNP graduate.

NSC 901: Seminar II: DNP Project Support (1-2 credit hours)

Provides an opportunity for synthesis of evidence-based theoretical concepts to incorporate into practice.

NSC 994: DNP Project (6 credit hours required; 3 additional credits possible)

Translate a body of evidence-based research in the implementation of a project to improve rural health outcomes.

NSC 938: Special Topics for DNP (1-6 credit hours)

Selected topics will be offered as appropriate for enhancement of advanced nursing role.

DNP Curriculum Plans

Students admitted to the DNP Program will progress according to the curriculum plan outlined in the semester they start the first course of the program. The DNP Academic Advisor and DNP Faculty Advisor will advise the student on enrollment each semester.

Fall A Start Plan: 7 semesters

	Fall A	Fall B	Spring A	Spring B	Summer I	Summer II
Year 1 Semesters 1-3	NSC 942 Informatics 8 weeks	NSC 954 Leadership 8 weeks	NSC 940 Theory 8 weeks	NSC 950 Policy 8 weeks	NSC 905 AnMethod for EBP 8 weeks	
Year 2 Semesters 4-6	NSC 900 Role Trans 8-16 weeks*	NSC 960 Economics 8 weeks	NSC 990 Synthesize Evid 8 weeks	NSC 992 Implementation Methods 8 weeks	NSC 901 Project Support 8-12 weeks*	*
Year 3 Semesters 7	NSC 994* DNP Project 9 Hours Required Continue until complete					

* NSC 900 is 8 weeks seminar/didactic with up to 16 weeks to complete required DNP Experience/clinical hours

* NSC 901 is 8 weeks seminar/didactic with up to 12 weeks to complete required DNP Experience/clinical hours

* NSC 994 can be started in Summer II if NSC 901 clinical hours are completed **and** DNP Project Chair is available.

Fall B Start Plan: 7 and 1/2 Semesters

	Fall A	Fall B	Spring A	Spring B	Summer I	Summer II
Year 1 Semesters ½ - 2		NSC 954 Leadership 8 weeks	NSC 940 Theory 8 weeks	NSC 950 Policy 8 weeks	NSC 905 AnMethod for EBP 8 weeks	
Year 2 Semesters 3-5	NSC 942 Informatics 8 weeks	NSC 960 Economics 8 weeks	NSC 990 Synthesize Ev 8 weeks	NSC 992 Implementation Methods 8 weeks	NSC 901 Project Support 8-12 weeks*	*
Year 3 Semesters 6-7	NSC 900* Role Trans 8-16 weeks*		NSC 994* DNP Project 9 Hours Required Continue until complete			

* NSC 900 is 8 weeks seminar/didactic with up to 16 weeks to complete required DNP Experience/clinical hours

* NSC 901 is 8 weeks seminar/didactic with up to 12 weeks to complete required DNP Experience/clinical hours

* NSC 994 can be started in Summer II and/or Fall B if NSC 901 hours are completed **and** DNP Project Chair is available.

Spring A Start Plan: 7 semesters

	Fall A	Fall B	Spring A	Spring B	Summer I	Summer II
Year 1 Semesters 1-2			NSC 940 Theory 8 weeks	NSC 950 Policy 8 weeks	NSC 905 AnMethod for EBP 8 weeks	
Year 2 Semesters 3-5	NSC 942 Informatics 8 weeks	NSC 954 Leadership 8 weeks	NSC 990 Synthesizing Ev 8 weeks	NSC 992 Implementation Methods 8 weeks	NSC 901 Project Support 8-12 weeks*	*
Year 3 Semesters 6-7	NSC 900 Role Trans 8-16 weeks*	NSC 960 Economics 8 weeks	NSC 994* DNP Project 9 Hours Required Continue until complete			

* NSC 900 is 8 weeks seminar/didactic with up to 16 weeks to complete required DNP Experience/clinical hours

* NSC 901 is 8 weeks seminar/didactic with up to 12 weeks to complete required DNP Experience/clinical hours

* NSC 994 can be started in Summer II if NSC 901 clinical hours are completed **and** DNP Project Chair is available.

Summer I Start Plan: 8 semesters

	Fall A	Fall B	Spring A	Spring B	Summer I	Summer II
Year 1 Semesters 1					NSC 905 AnMethod for EBP weeks	
Year 2 Semesters 4-6	NSC 942 Informatics 8 weeks	NSC 954 Leadership 8 weeks	NSC 940 Theory 8 weeks	NSC 950 Policy 8 weeks	NSC 901 Project Support 8-12 weeks*	*
Year 3 Semesters 5-7	NSC 900 Role Trans 8-16 weeks*	NSC 960 Economics 8 weeks	NSC 990 Synthesize Ev 8 weeks	NSC 992 Implementation Methods 8 weeks	NSC 901 Project Support 8-12 weeks*	*
Year 4 Semester 8	NSC 994* DNP Project 9 Hours Required Continue until complete					

* NSC 900 is 8 weeks seminar/didactic with up to 16 weeks to complete required DNP Experience/clinical hours

* NSC 901 is 8 weeks seminar/didactic with up to 12 weeks to complete required DNP Experience/clinical hours

* NSC 994 can be started in Summer II if NSC 901 clinical hours are completed **and** DNP Project Chair is available.

DNP Project Team

Upon the completion of orientation to the DNP Program, the DNP student will be given the *EKU DNP Project Idea Development Tool*. Students must complete the tool and submit it to the DNP Coordinator, no later than the beginning of the 3rd course in their curriculum. When the form is received, it will be reviewed first by the DNP Coordinator and then by the full DNP Committee.

Each DNP Team at ECU will consist of the following members at minimum:

- DNP Student
- DNP Project Chair
- DNP Team Member

The DNP Committee will assign the DNP Project Chair to the student based upon goodness of fit and faculty workloads. The DNP Chair must be a doctorally prepared faculty member of the Department of Baccalaureate and Graduate Nursing and hold a terminal degree. The DNP Committee reserves the right to reassign the student to a new DNP Project Chair in the event of personal emergencies or other sentinel events. The appointment of the DNP Project Chair will be recorded in the DNP Committee Meeting minutes.

The second DNP Team member will be added after the appointment of the DNP Project Chair and as soon as the DNP Chair determines the trajectory of the DNP Project. The DNP Committee will approve additional DNP Team member(s) based on faculty workload and goodness of fit. DNP Team members must also be a doctorally prepared faculty member of the Department of Baccalaureate and Graduate Nursing. Often DNP Team Members are selected based on academic or clinical expertise or other contributions they may make to the DNP Project. The appointment of the DNP Team member will be reflected in the minutes of the DNP Committee Meeting.

Additional stakeholders may also be involved in the project, including but not limited to, the student's DNP Preceptor, organizational representatives, or practice experts. However, the role of the DNP Team is to guide the student through the academic requirements of the DNP Project.

DNP Project Requirements (see document, *DNP Project Guidelines*)

DNP Requirements for DNP Experience/Clinical Hours

Required DNP Experience Documentation and Expectations

The Kentucky Board of Nursing, Commission on Collegiate Nursing Education, and American Association of Colleges of Nursing (AACN) require DNP graduates to document 1,000 hours of "clinical" hours beyond the BSN to demonstrate mastery of DNP Essentials. In 2015, the AACN recommended that these hours be referred to as "DNP Experience Hours." The hours must be completed as part of an academic program (AACN, 2015).

Upon admission to the ECU DNP program a gap analysis is completed. Students can access their gap analysis by contacting Halie Sissle, halie.sissle@ecu.edu. Credit is awarded, when possible, for hours completed during the student's MSN program. The minimum number of remaining hours to reach 1,000 is reflected in the gap analysis. A minimum of 200 hours must be completed at ECU. Many of the hours are achieved through completing the work of the DNP Project and in other select courses. Students cannot start DNP Experience Hours prior to the start of the semester or until all on-boarding paperwork is completed. The student will receive an email from Christi Isaacs, the School of Nursing Clinical Placement Coordinator, indicating they are approved to begin.

Students should complete the *Request for DNP Experience Site Approval Form* for each clinical course (listed below). After the initial onboarding, the student can indicate that they are "continuing" at the same site if there are no changes in the information.

Courses involving DNP Experience Hours include:

- NSC 900: DNP Role Transition
- NSC 901: DNP Project Support
- NSC 994: DNP Project
- NSC 938: Special Topics for the DNP

For each of these courses, the following current/updated documentation is required:

- Current and unrestricted Registered Nurse License in the state of residence or nursing practice, with no State Board of Nursing imposed restrictions on practice, voluntary or otherwise.
- Proof of Professional Liability Insurance purchased through Eastern Kentucky University.
- Other documentation and/or requirements specific to the clinical site.

A log of the DNP Experience Hours must be maintained and submitted at the end of the DNP Program to reflect the appropriate minimum requirements based on the gap analysis and ECU DNP Program requirements. The DNP Experience Log will be provided to the students and describes the date, time, nature of the learning activity, and correlation to the DNP Essentials.

Professional Liability Insurance

Professional Liability Insurance must be purchased through Eastern Kentucky University. The time period of coverage is August 15-August 14; no pro-rating for partial year coverage is possible. The liability insurance purchased through the University is paid for with the tuition and fees; a copy of the receipt must be shown to faculty before students can participate in DNP Experiences. The insurance covers only clinical experiences which are part of scheduled classes, and the insurance will no longer be in effect if the student withdraws from school or graduates.

- You will receive instructions for purchasing PLI when you receive your registration information. If there are any questions, contact Halie Sissle at halie.sissle@eku.edu.
- PLI must be carried during the entire DNP Program.

EKU Student Photo ID

A professional ECU Photo ID must be worn at all times students are in experience/clinical sites. The process for obtaining the ID is included in admission information forwarded to students following acceptance into the DNP Program. The ECU Photo ID process should be completed prior to enrolling in the first NSC course.

- You will receive instructions for the ECU Photo ID process upon admission. If there are any questions, contact Halie Sissle at halie.sissle@eku.edu

Communicable Diseases & Blood Borne Pathogen Policy

The Department of Baccalaureate and Graduate Nursing recognizes the importance of minimizing the exposure of students and/or patients in a clinical setting to communicable

disease and blood-borne pathogens, as defined by the Centers for Disease Control and Prevention (CDC). The department emphasizes this through education regarding Universal Precautions, proper hand hygiene and disinfection/decontamination procedures, and collection of student immunization and health screening records.

Students must adhere to the [Unviersity Exposure Control Plan](#). Students must also be in compliance with policies at the assigned clinical agency.

In the case of an exposure to a blood-borne pathogen, students are expected to follow the Exposure Control Plan that is established at the clinical site in which the exposure occurred. Students may follow up at EKU's Student Health Services as needed. All exposure incidents should be reported immediately to the clinical instructor and the Department Chair. Following care, the appropriate EKU Nursing Program and clinical agency forms should be completed.

Latex Sensitivity/Allergy Policy

Those persons with known sensitivity to latex shall be treated as if they have a known allergy. Students may be requested to provide documentation from their healthcare provider. The purpose of this policy is to provide general information about latex products and potential types of allergic reactions and outline procedure for those persons with sensitivity/allergy to latex. This policy pertains to all students and faculty.

Responsibilities of the student pertaining to this policy include:

- Students are responsible for providing accurate allergy history.
- College will provide persons with non-latex gloves upon request in the laboratory setting.
- Students are responsible for preventing and/or limiting their exposure to latex in laboratory/clinical situations.
- If a latex sensitivity/allergy exists, the student understands that 100% prevention of exposure to latex in any laboratory/clinical situation may not be possible and that they may experience a life threatening allergic reaction.
- Thus, if a latex sensitivity/allergy exists at any time during the program of study, the student, with their healthcare provider, is responsible for deciding if a health career is possible.

DNP Completion, Progression, Readmission, Withdrawal, and Reinstatement Policies

Academic Integrity Policy

Preamble

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in the Eastern Kentucky University *Academic Integrity Policy*, which all students shall pledge to uphold the Eastern Kentucky University *Honor Code*. For more information about student conduct visit [the student conduct and community standards website](#). By honoring and enforcing this Academic Integrity Policy, the University community affirms that it will not tolerate academic dishonesty.

Academic Honesty Defined

Students are advised that ECU's *Academic Integrity Policy* will be strictly enforced in all courses. The *Academic Integrity Policy* will be available at <https://studentconduct.eku.edu/academic-integrity-policy>. Questions regarding the policy may be directed to the Office of Academic Integrity, Policy 4.1.3P.

Time Limit for Completion

The ECU Graduate School has policies regarding the total length of time a student may take from the first to the last class. See the *Graduate Catalog* for specific details. The department may place other restrictions on the time limit for program completion to promote currency and competency of graduate nursing students who are sitting for national certification examinations. Please refer to the *DNP Program Progression, Readmission, and Reinstatement Policy* (later section) for more complete information.

Meeting the Graduate School and Department Requirements

Advisors in the department will work closely with students to facilitate meeting of requirements by both the Department and the Graduate School. However, it is the students responsibility to be knowledgeable of policies and deadlines and to ensure they are in compliance.

Students should note carefully the required dates for submitting and filing materials, or their progression and graduation from the program may be delayed. The required dates and materials are published in the *Graduate Catalog*.

Grading

The grading scale is provided in each NSC course syllabus. Please refer to course syllabi and the *Graduate Catalog* for information on grading. It is the Department of Baccalaureate and Graduate Nursing's policy on all NSC courses that grades are truncated; they are not rounded up.

Application for Graduation

The Graduate School will send direction regarding applying for graduation. Applications are available online. If the student applies for graduation and then does not complete requirements by the anticipated date, the date can be changed by contacting the Graduate School. To be considered candidates for graduation, students must have an overall and program GPA of 3.0 or higher at the beginning of the semester in which they are to graduate. Information specific to application for graduation can be accessed online at *Steps to Apply for Graduation*.

DNP Program Progression, Readmission, and Reinstatement Policy

To progress in the program, DNP students must achieve a grade of "B" or higher in all NSC courses. Students who fail to achieve the required grade in a NSC course must apply, in writing, to the DNP Committee by filing the *DNP Progression/Readmission/Reinstatement Application* for permission to continue in the program and to correct the deficiency. It is the students' responsibility to file the readmission application at the end of the semester in which an unsatisfactory grade is received. The application should be filed as early as possible so DNP Committee will have sufficient time to schedule a meeting and notify the student of the decision in advance of the start of the term in which the student is seeking readmission.

DNP Admission, Progression/Readmission/Reinstatement Committee

Purpose

The purpose of the DNP Admission/Progression/Readmission/Reinstatement Committee is to promote quality of the program, to ensure safety of clients, and to assist

the student with entry into and progression within the DNP Program. The Committee will consider applications for admission, applications for readmission, and for course repeat approval for students who have received less than a grade of “B” in an NSC course with a normal grading option. In addition, the Committee will consider applications for readmission from students who have withdrawn from the DNP Program and not been granted permission to interrupt their studies and return at a specified date.

Committee Composition

The Committee will be appointed by the Department Chair and will be composed of members of the Department’s Graduate Committee representing the DNP Program.

Meeting of Committee

The Committee will meet to consider applications for admission following the deadlines for receipt of applications and will meet at other times, as indicated. When an application for readmission or progression is received within the dates specified by the policy, the Committee will meet before the start of classes for the next term. When an application for reinstatement after removal of unsafe practice is received, the Committee will meet within ten working days of the receipt of the application for reinstatement.

Student Notification

Students applying for readmission or reinstatement will be notified within ten (10) days following the meeting. Notification will be sent to the address given on the application form.

Appeal of Decision

If a student elects to appeal the decision regarding progression, readmission, reinstatement, the appeal must be made in writing in the following sequence:

- Chair, DNP Admission/Progression/Readmission/Reinstatement Committee
- Chair, School of Nursing
- Dean, College of Health Sciences
- Graduate School

Withdrawal from the University

See the *EKU Colonel Compass* for withdrawal dates by semester. Students who withdraw prior to the designated time will receive a grade of “W”. Students who leave the University without officially withdrawing are subject to receive a grade of “F”. A graduate student who must withdraw after the above stated time period because of extraordinary circumstances may petition for administrative withdrawal from the University. See the Graduate Catalog for specific deadlines and direction for this procedure. Students who withdraw from the program

are not guaranteed a place in the program at a later time. Please refer back to the section above on the *DNP Program Progression, Readmission, and Reinstatement Policy*.

Withdrawal from the DNP Program

Students who withdraw from a DNP course are considered to be withdrawn from the DNP Program. The student must reapply for admission by submitting the *DNP Progression/Readmission/Reinstatement Application*. The decision to readmit or reinstate the student will be determined by the DNP Committee and is based on factors such as the circumstances surrounding the withdrawal from the program, the students' standing at the time of withdrawal, the time period from the withdrawal until return to the program, and spaces available in the program at the time the student would re-enter the program.

Delayed Enrollment in the DNP Program

A student who is admitted is expected to enroll in the term for which admission is granted. The student may defer enrollment for one, eight-week term. If more than one, eight-week term lapses between admission and enrollment, the student will be required to reapply for admission and will be reconsidered for admission on a competitive basis with other new applicants.

Academic Probation

According to the ECU Graduate Catalog, students on academic probation, or who have been dismissed, cannot take a course from another institution for the purpose of transferring the credit to their program.

Student Complaints and Appeals

Students who believe they have not been treated appropriately by a university official may file a complaint or grievance following the procedures listed in the *ECU Student Handbook*. Please note that grade appeal and readmission appeals follow a separate policy and process. If the complaint involves an academic affairs area, it is noted in the *ECU Student Handbook* as follows,

“Academic Affairs Area

Complaints involving a particular class or instructor should be communicated to the instructor or a faculty member directly involved. If a resolution is not reached, a complaint or grievance should be filed, in writing, with the Department Chair of the class where you are having a problem. If you are not satisfied with the Department Chairs' explanation, the final appeal of the complaint or grievance procedure should be made in writing to the Provost or Vice President for Academic Affairs, Coates, Room 108.”

Complaints involving other areas than Academic Affairs should follow the procedure in the *EKU Student Handbook*. Any concerns involving discrimination or harrassment should be directed to the Equal Employment Opportunity Office, Jones Building, Room 106. Complete information is given in the *EKU Student Handbook*.

If the concern is related to a grade appeal or readmission, those policies should be followed specifically. The readmission policy is given in detail in this *DNP Student Handbook*. The policy for appeal of a grade is given in the EKU Policy, 4.1.15P and in the *EKU Student Handbook*.

Additional information specific to the School of Nursing includes,

“Grade Appeal

If a student wishes to appeal a course grade, the procedure below should be followed:

- The student should consult with the instructor, seeking a satisfactory explanation. In the School of Nursing, if the instructor is not the course coordinator, the student should also consult the course coordinator.
- If, after consulting the instructor, the student believes that a grievance exists, the student may present a complaint in writing outlining the basis of the grievance to the Department Chair within 30 days after the beginning of the next semester, exclusive of the summer session.
- The Department Chair shall consider the matter, in consultation with the instructor and the student, and exercise influence towards mediation.
- If the grievance remains unsettled, the Department Chair shall, as soon as practicable, refer the matter to the departmental committee on academic practices composed of the Department Chair, two members of the department elected by faculty thereof (with one alternate member to serve in the event that one of the regular members is the person against whom the complaint has been lodged), and one student member chosen by the Department Chair. All members of the committee shall have voting privileges.
- Meetings of the departmental academic practices committee shall be scheduled at a mutually agreed upon time, when all relevant parties can reasonably be expected to participate. A student who has agreed to a time for a meeting of the departmental academic practices committee and who does not appear at that meeting may forfeit their right to present evidence beyond that furnished in the original letter of appeal.
- After considering the evidence and any rebuttals submitted by the student and/or the instructor, the committee shall make a decision which shall be binding. All parties shall be informed of this decision within ten working days.
- Appeals from the committee’s decision may be made on procedural grounds only and must be made within 20 days following notification of the departmental committee decision. Such an appeal should be made to the dean of the college in which the course is offered and, if necessary, then to the Provost and the Vice-President for Academic Affairs.”

As noted above, appeals to the committee's decision can be made on procedural grounds only. Procedural violations would be a deviation from the above listed procedure. An example would be a meeting that was not scheduled at a mutually agreed upon time when all relevant parties could reasonably be expected to participate.

Social Media Policy

The ECU, School of Nursing (SON) has developed and adopted the following social media policy.

- SON students must not transmit or place online individually identifiable patient or clinical agency information.
- SON students must observe ethical and professional student-faculty and student-patient boundaries online. Online social media contact with faculty or patients blurs these boundaries, as defined by the American Nurses Association Code of Ethics (2015) and the National Council of the State Boards of Nursing Social Media Guidelines (2012).
- SON students should understand that patients, colleagues, organizations, and employers may view postings.
- SON students must be aware that social networking venues are shared by patients, faculty, colleagues, and the public. Privacy setting should be utilized to separate personal and professional information online.
- SON students should bring content that could harm a patient or students' privacy, rights, or welfare to the attention of the appropriate authorities.