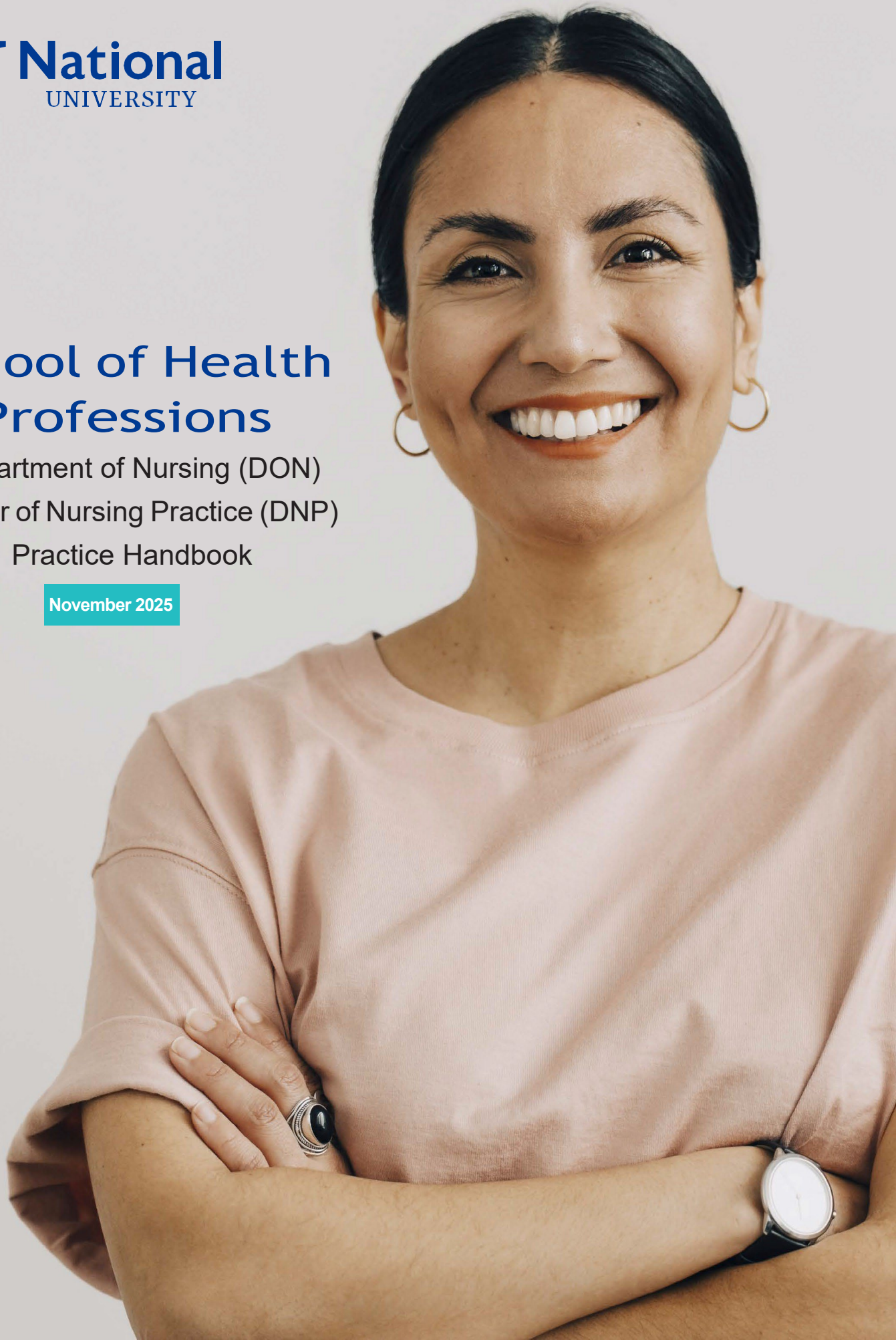




School of Health Professions

Department of Nursing (DON)
Doctor of Nursing Practice (DNP)
Practice Handbook

November 2025



This Doctor of Nursing Practice (DNP) Practice Handbook was designed to document requirements specific to the DNP program in the School of Health Professions Department of Nursing (DON). National University reserves the right to change any provision or requirement, including fees, at any time with or without notice. Failure to read this DNP Practice Handbook does not excuse students from the requirements and regulations described herein.

National University welcomes all qualified adult students and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, veteran status, or disability. This applies to all National University policies, practices, or procedures involving applicants, students, faculty members, employees, and the public reserves the right to refuse admission to anyone the University believes does not meet National University academic standards or demonstrates actions or behaviors not aligned with National University policy.



The Doctor of Nursing Practice degree program at National University are accredited by the Commission on Collegiate Nursing Education

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1 Introduction



1 – Introduction

This Doctor of Nursing Practice (DNP) Practice Handbook has been prepared to serve as a guide for students enrolled in the School of Health Professions Department of Nursing (DN) DNP degree program at National University. University-wide rules and regulations can be found in the [NU Catalog](#). The educational and practice experience protocols of the program are designed to align with the American Association of Colleges of Nursing (AACN) AACN 2021 Essentials-graduate level (2021).

Please read this DNP Practice Handbook carefully, as you are expected to know this information. Download the forms located in the appendices, and complete the applicable forms associated with your practice experience requirements. If you have any questions, please contact the DNP Academic Director, Department of Nursing in the School of Health Professions (SHP) at sohp@ncu.edu. This document will be revised periodically to reflect necessary programmatic changes that may occur due to changes in the profession, the University, and other requirements or relevant contexts. All policies, and any changes to these policies, shall be reviewed and approved by appropriate administrative personnel and will be communicated to students as needed.

The DNP Program abides by the University's Non-Discrimination Policy, as found in the current NU Catalog. In addition, faculty are invested in the personal and professional growth of students and developing an understanding and appreciation for diversity as an essential element of this growth. Diversity includes, but is not limited to, ethnicity, relationship status, gender identity, health status, national origin, race, color, religion, spiritual values, gender, sexual orientation, SES, learning disabilities, physical limitations, age, veteran status, belief systems, and DNP academic and professional background. Respect for diversity is embedded in the nature of the DNP program at National University, and the program is committed to acknowledging and discussing issues of diversity. Due to the online nature of the program, students and faculty members come from a wide variety of backgrounds. As such, the importance of diversity can be seen in the actual diversity of our students and faculty and is evident throughout our curriculum and educational outcomes.

This DNP Practice Handbook shall be distributed to the following named persons or groups of persons: 1) All DNP faculty members, DNP mentors, and leadership associated with the DNP Program; 2) All DNP students entering the DNP degree program; and 3) The Dean of the School of Health Professions.

DNP IN EXECUTIVE LEADERSHIP

The DNP in Executive Leadership specialization is designed for experienced nurses who want to expand their career options. This specialty prepares advanced degree nurses to assume a broader leadership role as nurse executives within a healthcare organization and to actively participate in and lead interdisciplinary teams. In addition to the American Association of Colleges of Nursing (AACN) 2021 Essentials-graduate level (2021), the specialization outcomes were based upon the American Organization for Nursing Leadership (AONL) Nurse Executive Competencies (2022).

ESSENTIALS DOMAINS AND COMPETENCIES

1. Knowledge for Nursing Practice
2. Person-Centered Care
3. Population Health
4. Scholarship for the Nursing Discipline
5. Quality and Safety
6. Interprofessional Partnerships
7. Systems-Based Practice
8. Informatics and Healthcare Technologies
9. Professionalism
10. Personal, Professional, and Leadership Development

DNP: EXECUTIVE LEADERSHIP SPECIALIZATION: AONL COMPETENCIES

- I. Communication and Relationship Building
- II. Knowledge of the Healthcare Environment
- III. Leadership
- IV. Professionalism
- V. Business Skills

DNP PROJECT

According to the AACN, "All DNP programs (post-baccalaureate and post-master's) demonstrate that graduates attain and integrate Level 2 sub-competencies and competencies for at least one advanced nursing practice specialty or advanced nursing practice role. Individuals should seek to advance disciplinary expertise in a chosen nursing specialty or advanced nursing practice role. This expertise is critical to advancing the profession, to expand the influence of the profession for the transformation of health care, and to ensure an informed disciplinary perspective for teaching in the discipline.

All graduates of advanced-level nursing education programs have structured, faculty-designed practice experiences, which may include precepted experiences with faculty oversight and/or experiences with direct faculty supervision.

All advanced education practicum experiences must have faculty oversight and be verified and documented as a component of a formal course or plan of study." (AACN, *The Essentials: Core Competencies for Professional Nursing Education*, p.22-23). [The Essentials: Competencies for Professional Nursing Education](#)

According to the AACN, the DNP Scholarly Project/Product is "A scholarly work that aims to improve clinical practice, therefore, is required of students completing a practice doctorate in nursing."

Key elements of the scholarly work include problem identification; a search, analysis, and synthesis of the literature and evidence; translating evidence to construct a strategy or method to address a problem; designing a plan for implementation and actual implementation when possible, and an evaluation of the outcomes, process, and/or experience.

DNP PROJECT EXAMPLES



2 ADVANCED LEVEL PRACTICE EXPERIENCE REQUIREMENTS

Advanced-level nursing education programs provide rich and varied opportunities for practice experiences (both direct and indirect care experiences) to prepare graduates with the Level 2 sub-competencies as well as applicable advanced nursing practice specialty/advanced nursing practice role competencies and requirements. Practice experiences build on Level 1 sub-competency achievement and are designed to assist the graduate to achieve Level 2 sub-competencies and applicable specialty competencies upon completion of the program (See Appendix H). Practice experiences are required to integrate didactic learning, promote innovative thinking, and test new potential solutions to clinical practice or system issues. Therefore, the development of new skills and practice expectations can be facilitated through use of creative learning opportunities in diverse settings. All graduates of advanced-level nursing education programs have structured, faculty-designed practice experiences, which may include precepted experiences with faculty oversight and/or experiences with direct faculty supervision. The program is responsible for providing sufficient and appropriate clinical sites/placements for students to demonstrate attainment of Level 2 sub-competencies and applicable specialty competencies. Clinical/practice learning experiences may be accomplished through diverse methodologies, including simulation and virtual technology, and assist the graduate to develop greater proficiency in these competencies, including cognitive, psychomotor, and affective competencies. Use of simulation should align with specialty requirements (AACN, *The Essentials: Core Competencies for Professional Nursing Education*, 2021, p.22).

The practice experience hours will begin when students are enrolled in DNP-7106. Prior to starting the DNP practice experience, all documents must be completed, and the arrangements for the practice experience setting must be approved by the DNP Academic Director, Department of Nursing. The Affiliation Agreement must be in place during enrollment in DNP-7004 or at least two months prior to the student engaging in any mentored practice experiences at the designated practice facility. The student may not take part in any activities in the practice experience setting until the Affiliation

Agreement and all other documents have been received, reviewed, and signed by the DNP Academic Director, Department of Nursing, or designated authority.

Practice hour requirements:

Course	Practice Hours
DNP-7000 Leadership and Interprofessional Collaboration	—
DNP-7001 Contemporary Topics in Healthcare	—
DNP-7002 Healthcare Economics and Finance	—
DNP-7003 Informatics in Healthcare Delivery	—
DNP-7004 Advanced Health Policy & Advocacy	—
DNP-7005 Translation of Evidence into Practice	—
DNP-7106 Program Planning and Evaluation	30
DNP-7107 Health Outcomes Research	90
DNP-7108 Clinical Analytics and Data Management	90
DIS-9911A Applied Doctoral Introduction	*90
DIS-9912A Applied Doctoral Proposal	*90
DIS-9913A Institutional Review Board (IRB) and Data Collection	*90
DIS-9914A Applied Doctoral Manuscript (DNP Project Manuscript and Dissemination)	*90
	*570

*Refer to the Individualized Practice Plan for additional practice hour requirements.



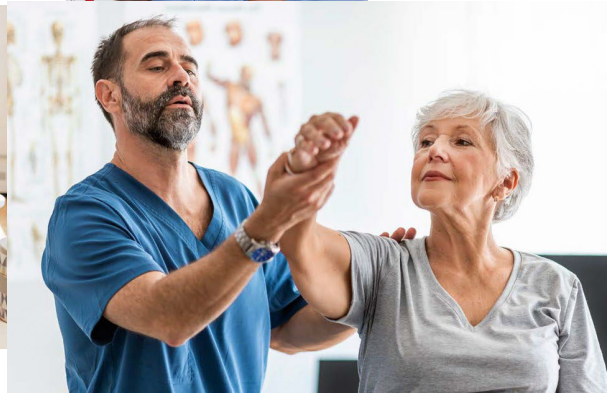
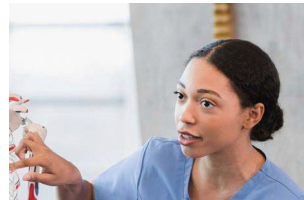
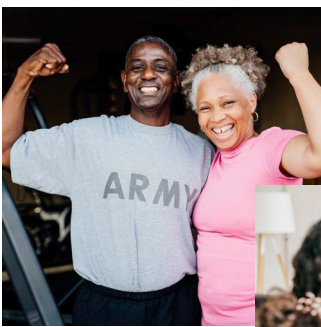
PRACTICE EXPERIENCE DOCUMENTS

Students may perform practice hours at their place of employment, but not while working or having their supervisor as a mentor. The rotation must be separate from the student's primary employment area. Students may only be involved in the obtainment of practice experience hours with their National University-approved mentor, and they may not utilize other individuals at the facility without prior approval of the DNP Academic Director, Department of Nursing. Students are also responsible for developing a log of the practice experiences, including accurate reflections on activities and attainment of course outcomes. Practice experience hours are required to be documented within each course, uploaded to Trajecsys, and approved during the DNP program. Please note that travel time to and from your practice experience site may not be claimed as practice experience hours.

The DNP project and mentored practice experiences require collaboration among the students, course faculty member, mentor, and the DNP Academic Director. Students, faculty, and mentors must ensure that mentored practice experience hours are not falsely represented during the DNP project and practice experience activities. The DNP project and mentored practice experience hours are intended to cultivate meaningful learning while helping you achieve appropriate learning outcomes and competencies. Please review all appendices in this DNP Practice Handbook.

The practice experience hours will begin when students are enrolled in DNP-7106. Prior to starting the DNP practice experience, all documents must be completed, and the arrangements for the practice experience setting must be approved by the DNP Academic Director, Department of Nursing. The Affiliation Agreement must be in place during enrollment in DNP-7004 or at least two months prior to the student engaging in any mentored practice experiences at the designated practice facility. The student may not take part in any activities in the practice experience setting until the Affiliation Agreement and all other documents have been received, reviewed, and signed by the DNP Academic Director, Department of Nursing, or designated authority.

*All Classes are subject to change and availability. For the most up-to-date information, please visit NU's Catalog.





VERIFICATION OF MSN HOUR REQUIREMENTS

Verification of mentored clinical/practice experience hours is a requirement of the NU School of Health Professions DNP program. A total of 1000 post- baccalaureate mentored clinical/practice experience hours are required for DNP program completion. Students will complete 570 mentored practice hours within the program. Students requiring additional hours will follow an Individualized Practice Plan to obtain the required number of mentored practice hours. DNP students will receive the Verification of Hours form while enrolled in the first course. Students must download and complete the student section of the Verification of Hours form. The student sends the Verification of Hours form to the program/ institution where MSN program, APRN program/certificate, or post-master's certificate clinical/practice experience hours were mentored and received. The completed form will serve as an official verification of the hours obtained.

Individualized Practice Plan

During the program, all students will complete 570 practice hours within the practice experience courses and the DNP project implementation and manuscript courses. Students will log practice hours within Trajecsyst. Students with less than 430 mentored practice hours from their DNP program will receive an Individualized Practice Plan (IPP) to complete the required 1000 hours during the DNP project implementation and manuscript courses. Students who require additional hours will follow their plan under the supervision of their DNP project chair. (See Appendix A for the Individualized Practice Plan).

Affiliation Agreement

Once the student has worked with the Assigned faculty member to identify a mentor and site, an Affiliation Agreement form will be sent to the point of contacts at the practice site by the Department of Nursing. The student must assist with identifying the appropriate individual at the practice site to whom the institution Affiliation Agreement should be forwarded. The Affiliation Agreement must be executed between National University and the practice experience setting institution. The Affiliation Agreement is usually reviewed by legal counsel of the practice experience site facility and may take some time to complete. The student is advised to start the process of securing a practice experience site and mentor early in the program. The signed Affiliation Agreement, Mentor Agreement, and curriculum vita/resume of the mentor must be uploaded to Trajecsyst during enrollment in DNP-7004 or one month prior to the student engaging in any practice experiences at the designated practice institution. The student may not take part in any activities at the practice experience setting until the Affiliation Agreement and all other documents have been received, reviewed, and signed by the designated SOHP authority.

Accommodation at Third-Party Sites

National University (NU) is committed to supporting students and ensuring equal access to its educational programs. However, many degree programs require students to complete experiential learning at third-party sites such as hospitals, clinics, schools, or other partner organizations. These placements operate under the policies and procedures of the host site and are governed by affiliation agreements between NU and the external organization.

While NU works diligently to advocate for and support students, the University does not have the authority to compel a third-party site to alter its standards, policies, or requirements. Requested modifications or accommodation may not be feasible if they conflict with site expectations or contractual obligations.

Key Considerations

Contractual Obligations: NU's affiliation agreements state that partner sites retain the right to decline or terminate a student placement if performance standards are not met.

Scope of Authority: NU cannot override site policies or require accommodations beyond what the site permits.

Commitment to Students: NU will continue to work collaboratively with students and placement sites to explore reasonable solutions within the limits of its authority and the site's policies. Students are encouraged to communicate accommodation needs early in the placement process so NU can provide appropriate support and guidance.

Title IX Pregnancy: National University does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek adjustments from the Office of Institutional Equity at oiie@nu.edu.

Practice Experience Documents

Students may perform practice hours at their place of employment, but not while working or having their supervisor as a mentor. The rotation must be separate from the student's primary employment area. Students may only be involved in the obtainment of practice experience hours with their National University-approved mentor, and they may not utilize other individuals at the facility without prior approval of the DNP Academic Director, Department of Nursing. Students are also responsible for developing a log of the practice experiences, including accurate reflections on activities and attainment of course outcomes. Practice experience hours are required to be documented within each course, uploaded to Trajecsyst, and approved during the DNP program. Please note that travel time to and from your practice experience site may not be claimed as practice experience hours.

The DNP project and mentored practice experiences require collaboration among the students, course faculty member, mentor, and the DNP Academic Director. Students, faculty, and mentors must ensure that mentored practice experience hours are not falsely represented during the DNP project and practice experience activities. The DNP project and mentored practice experience hours are intended to cultivate meaningful learning while helping you achieve appropriate learning outcomes and competencies. Please review all appendices in this DNP Practice Handbook.

Licensure

A current and unencumbered* license as a registered nurse (RN) is required in the U.S. state or territory in which the student completes all assignments for the DNP program practice experience courses. (Note that military, federal, and foreign-educated nurses must meet this state requirement for nursing licensure.) A current and unencumbered* RN license must be maintained throughout the program. Students must have the registered nursing (RN) license number and state of licensure on file with NU and uploaded to Trajecsyst. The DNP student is responsible for updating this file when a renewal or change occurs. Each student is responsible for informing the Program Director of Nursing if their license becomes inactive or encumbered. Failure of notification for an inactive or encumbered status can lead to failure to progress in the program. If relocating, please ensure that the program is approved for practice placement within that state.

*Unencumbered license – A license that is not revoked, suspended, or made probationary or conditional by the state licensing or registering authority as the result of disciplinary action.

Health Assessment

Students are required to obtain a health assessment as part of the practice experience and prior to the project component in the DNP program. The Student Health Assessment form (see Appendix H) must be completed or uploaded prior. Students are responsible for fees associated with the health assessment and immunization titers or boosters as needed. Mumps, measles, rubella, rubeola, and varicella titers are required. An annual assessment for TB is required. A PPD or QuantiFERON test is required. If a positive tuberculosis screen is received, students must submit one negative chest X-ray report with the original health assessment and obtain an annual physical examination to rule out active chest disease. TB is required within 10 years. Hepatitis B immunization is encouraged. Proof of titers (MMR, rubeola, varicella, and Tdap) as well as current (within last 12 months). If born in or before 1957, TB status is required prior to the approval of any Affiliation Agreement for practice experience course placement. All medical documents must be uploaded and cleared through CastleBranch prior to enrollment. Students who are on a medical leave will need to obtain a medical clearance prior to returning to the practice setting.

Drug Testing

Students will complete the urine drug screening as per instructions in CastleBranch within 90 days of beginning their mentored practice experience, or as required by the practice facility. Students who refuse to obtain a urine drug screen or have a positive urine drug screen may not attend practice experience courses, which could result in dismissal from the nursing program. A student with a positive urine drug screen will be required to obtain medical clearance to assess eligibility for the practice experience. Students are responsible for the financial costs of required drug tests. Students without medical justification for positive drug screens will be removed from the program. Fees associated with the drug screen are the responsibility of the student and are completed through CastleBranch.

Proof of CPR

DNP Students must provide proof of completion of the American Heart Association Healthcare Provider-level Cardiopulmonary Resuscitation (CPR) course prior to participation in the practice experience courses. Students must agree to maintain current CPR provider status throughout their attendance at Northcentral University. Students will NOT be permitted to attend any practice experience without a valid CPR card. CPR documentation must be uploaded to Trajecsys.

Proof of CITI Training

All DNP students must complete the Collaborative Institutional Training Initiative (CITI) before beginning the DNP project manuscript courses. Please log in to the CITI site and complete the registration, training modules, and certificate. Students must upload a copy of the CITI completion certificate to <https://about.citiprogram.org/en/homepage/>. Students also must upload a copy of the CITI completion certificate to the designated course and Trajecsys.

HIPAA/OSHA Policy

All students are required to submit a current (within the last 12 months) certificate of completion for HIPAA and OSHA training. Documentation of HIPAA/OSHA training is now required prior to entering the practice site. Students may submit a certificate of completion from their employer (completed in last 12 months) or find an online site that provides training (suggestions are noted below). This must be uploaded to CastleBranch.

In addition to HIPAA, required OSHA training must consist of bloodborne pathogens and hazard communication training. There are many HIPAA/OSHA training sites on the internet. The sites listed below are not endorsed by NU but appear to meet all the requirements for HIPAA/OSHA training. HIPAA and OSHA training is at the expense of the student, since it is required by practice facilities prior to practice placement.

HIPAA: My HIPAA Training

<http://myhipaatraining.com/> **Basic HIPAA Training Course** **OSHA: OSHAcademy Occupational Safety & Health Training**

<http://www.oshatrain.org/courses/index.html> Hazard Communication Program (course number 705)

/ Bloodborne Pathogens Program Management (course number 755)

Comprehensive Background Checks & Health Insurance

Nurses are entrusted with the health, safety, and welfare of patients. The DNP nursing curriculum contains a didactic and an indirect patient-care practice experience component. The healthcare facilities, where DNP student nurses complete practice experience hours, are required by accreditation agencies to obtain background checks for security purposes on individuals who are in the healthcare environment where patient care is encountered.

All students enrolled in the NU DNP nursing program are required to obtain a criminal background investigation prior to starting the first day of their practice experience course. Fees associated with the background check are the responsibility of the student and are completed through CastleBranch. Any student who fails to provide a background check prior to the first day of their practice experience course will be unregistered from the course and will not be allowed to begin the practice experience until the background check is provided. A student's failure to provide a criminal background check prior to their practice experience course start date will result in the following:

- Removal from course
- Cancellation of enrollment
- No final course grades
- No transcript

Certification of a clear criminal/background history is required to place students in practice experience environments. Students are required to meet with the Program Director to review the process, vendor, and designated repository for a certified, comprehensive background check. A student whose investigation shows a felony conviction or findings/misdemeanors that constitute a significant breach of moral or ethical conduct cannot be cleared for clinical/practice experience and thus will be withdrawn from consideration. Or if accepted, they must withdraw from the nursing program. During the nursing program, an enrolled student must notify the Program Director of Nursing of a criminal conviction and of behaviors that constitute a significant breach of moral or ethical standards. Annual updates will be required during the program of study. A felony conviction or misdemeanor conviction that constitutes a significant breach of moral or ethical standards will result in immediate dismissal from the nursing program. Students may be required to obtain additional background checks as requested by practice experience agencies or state boards of nursing.

Health Insurance

Each DNP student is required to carry health insurance or comparable coverage for emergency medical care. Some of the practice facilities and agencies require proof of health insurance coverage prior to student participation at practice sites. Students are responsible for obtaining health insurance and any expenses related to any illness or accidents that may occur while participating in the National University DNP program.

Student Liability Insurance

All DNP students are required to have individual, professional liability insurance coverage throughout the DNP program.

All practice experience requirements, including but not limited to health assessment, background check, drug screen, labs, titers, and trainings are to be updated annually. There are no exceptions to this rule.

Practice Experience Documents Requirement Checklist

	CastleBranch	Trajecsys
Mentor/Practice Site		
CV		●
Agreement		●
Affiliation Agreement		●
Student Information		
RN licensure		●
CPR (American Heart)		●
Liability insurance	●	●
Background check	●	
Drug screen	●	
HIPAA/OSHA Policy	●	
Health insurance	●	
Health Screenings/Immunizations		
Health assessment	●	
MMR	●	
Rubeola	●	
Varicella	●	
Influenza	●	
Tetanus or TdaP	●	
PPD or negative chest x-ray	●	
Hepatitis B (suggested)	●	



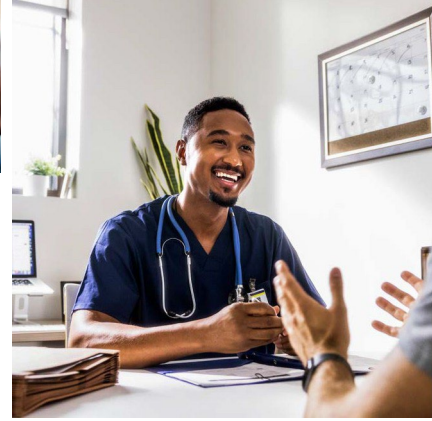
Approval of Practice Experience

Before the DNP student enters the practice experience or registers for the initial practice experience course, the Program Director of Nursing will verify the following:

- Both the student and practice experience mentor have an active, clear, unencumbered license to practice nursing in that state. Providing proof of licensure is required.
- The student has met all the health screening requirements, including the physical exam, immunizations, drug screen, background check, OSHA/HIPAA, and TB clearance.
- A Mentor Agreement is in place, and the credentials of the mentor were reviewed for appropriateness for the practice area.
- An Affiliation Agreement with the facility/agency is complete and in effect through the end of the scheduled practice courses.
- National University has met the legal and regulatory requirements for conducting practice experience courses in the state where the practice experience is being conducted.
- Procedures are in place for communication, feedback, and evaluation of the student's experiences from the student, mentor, and facility/agency



3 Mentor



3 – Program Goals and Outcomes

The mentor has a unique opportunity to share their executive leadership experiences, skills, knowledge, and abilities with a DNP student who may have limited experience in this specialization. The mentor is the expert and has the opportunity to assist the students in learning about their professional healthcare practice setting.

The mentor serves as a professional exemplar, coach, and communicator for DNP students. A professional exemplar allows the student to observe and experience what the mentor does daily while encouraging the student to ask questions. The mentor challenges, guides, and leads the students. Crucial to this process is the mentor's willingness to share one's professional values, beliefs, and competencies while incorporating legal, ethical, and professional practice standards. The student is a professional nurse, but they may be inexperienced with the practice experience area of the mentor.

The mentor needs to remember that the student is an adult learner and is motivated by professional and personal attributes. While the student may be experiencing some anxiety and uncertainty, they are there to learn. Knowles (1990) identified the characteristics of an adult learner as briefly summarized in the following statements:

- Adults prefer to know why they need to learn something before undertaking learning it.
 - Adults will invest considerable energy into something that they want to learn and perceive the value in learning.
- Adult learners wish to be treated with respect and believe that they are capable of self-direction.
- Adults want to learn materials that have practical application and to learn in real-life situations.

Mentor Qualifications

The National University School of Health Professions, Department of Nursing, defines mentors as qualified individuals who work one-on-one with DNP students in the practice experience area to promote attainment of student learning objectives. Mentors are experts in the field, who have a minimum of a graduate degree in nursing and a current, unencumbered RN license within the state of practice. Mentors serve on a voluntary basis and are exemplary for the DNP practice experience. Mentors do not replace faculty but work closely with faculty in facilitating student success. Mentors do not replace faculty but work closely with faculty in facilitating student success.

During midterm and at the end of each practice experience course, the mentor will complete the DNP Practice Experience Evaluation in Trajecsys (see Appendix H). Each form must be completed in Trajecsys and uploaded to the Dropbox within the course.

Mentors are vital in contributing information for evaluating student performance; however, the NU DNP program course faculty maintains responsibility for determining and assigning the student's course grade.

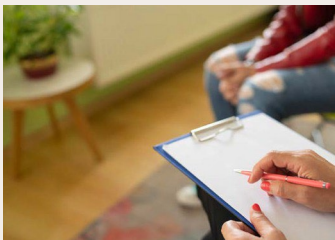
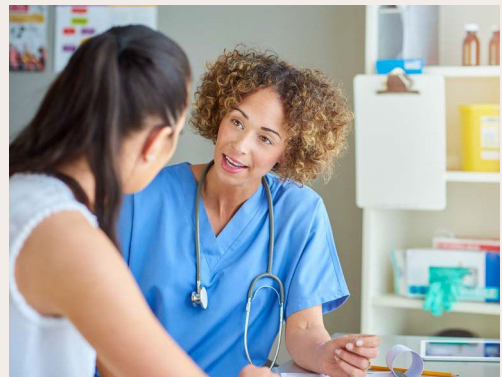
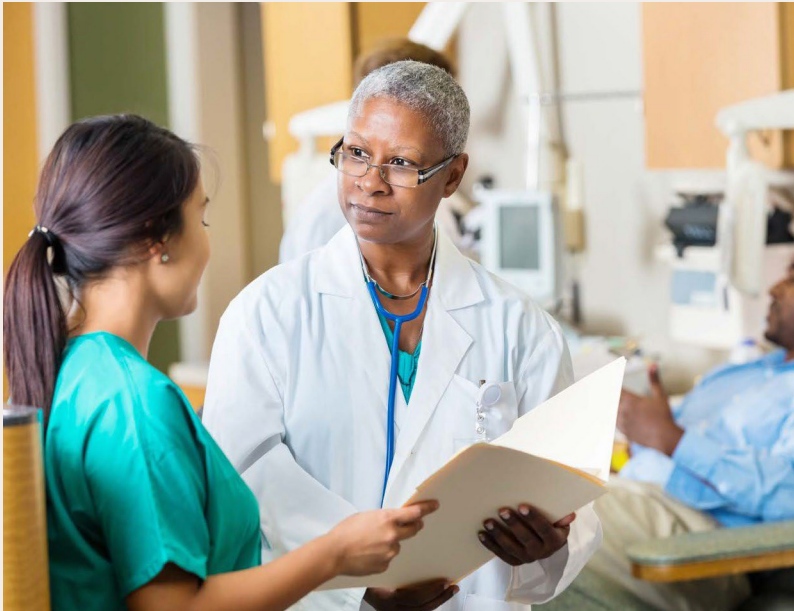
Mentor Responsibilities

To be consistent with mentor policy and provide clarification of roles, the following responsibilities are identified and will be used as a guide for all mentored practice experiences:

The DNP Mentor will:

- Orient students to the practice setting, including identification of facility policies and procedures.
- Serve as an exemplary, specialist, coach, and facilitator of practice experience.
- Become familiar with course objectives and evaluation requirements.
 - Provide documentation of student performance to DNP course faculty for the purpose of evaluation at midterm and at completion of the course.
 - Maintain open communication with the Program Director of Nursing, course faculty, and students. Provide current phone number, address, and email.
- Identify appropriate practice-setting opportunities that align with course outcomes.
 - Evaluate the student's ability to provide organized and safe nursing practice according to the established evaluation criteria.
 - Provide suggestions that will assist and improve student performance to achieve course and practice outcomes.
- Communicate and return feedback in a timely manner.
- Notify the student and the Program Director immediately if not able to continue serving as mentor.
 - If the mentor is no longer available or not able to complete service as mentor, a new mentor agreement will need to be completed and submitted to the Program Director for any change of mentor.
 - Refrain from unlawful discrimination based on gender, age, race, color, national origin, religion, sexual orientation, political affiliation or belief, or disability.

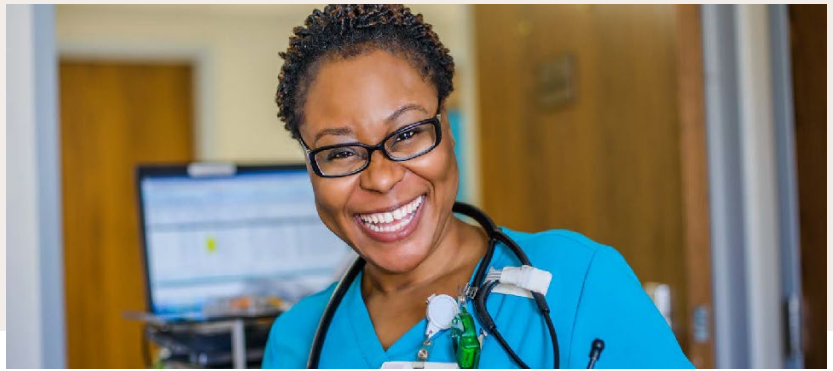
4 Student



4 – Student

The DNP student is responsible for complying with all academic, hospital, practice, or community facility policies and procedures. Each student will be required to comply with all National University, School of Health Professions, Department of Nursing policies and procedures identified in the University Catalog and DNP Student Handbook. Failure to demonstrate integrity, ethical conduct, or professional standards may necessitate dismissal from National University. The following list provides student responsibilities in the DNP program:

- Work with the Program Director or designee to locate, assess, identify, and arrange a practice experience site.
- Work with the Program Director to identify a mentor who meets the NU School of Health Professions DNP program requirements and qualifications.
- Work with the Program Director or designee to locate, assess, identify, and arrange a practice experience site.
 - Work with the Program Director or designee to identify a mentor who meets the DNP program requirements and qualifications.
 - Work with the Program Director to encourage the mentor to complete and sign the Mentor Agreement and provide a copy of their curriculum vitae/resume. All information must be provided on the agreement, including the mentor's position title, licensure information, and contact information (telephone number and email address).
- Ensure that the Affiliation Agreement, Mentor Agreement, and all other necessary documents are executed, received, and uploaded in Trajecsys BEFORE beginning the mentored practice experience.
- Complete DNP Practice Experience Acknowledgment and Instructions (See Appendix D).
 - Be present at the approved practice experience site with the approved mentor for the specified course designated for practice experience activities.
 - Identify learning goals for the practice experience with course faculty and practice mentor prior to beginning the practice experience courses using the proposed practice plan. This will be uploaded to your course in week 1.
- Review learning goals before starting the practice experience with course faculty and mentor.
 - Comply with health and other professional requirements of the practice facility prior to the start of the practice experience.
 - Dress in a professional manner consistent with practice experience facility guidelines and be clearly identified as a National University DNP student.
- Demonstrate safe and professional nursing practice behaviors and arrive at the agreed time.
 - Abide by the practice experience site rules, policies, and regulations, including any IRB requirements at the practice experience site related to the DNP project.
- Integrate learning goals and reflection documentation that lead to the development of competencies noted in the AACN 2021 Essentials-graduate level as published by the American Association of Colleges of Nursing.
- A second person should be considered as a mentor if the current mentor is no longer available or not able to complete service as mentor. A new mentor agreement will need to be completed and submitted to Trajecsys for any change of mentor. You are required to inform the DNP Academic Director, Department of Nursing of any anticipated change.
- Complete evaluation of practice experience site and mentor (See Appendix J).
- Provide a copy of the DNP Project Team Agreement for each team member (See Appendix F).
- Provide a copy of the DNP Project Proposal Approval form for each team member (See Appendix E).
- Complete the DNP Final Project Approval form (See Appendix G).
- Document and complete a log (verification) of all mentored practice experience hours, activities, and reflections. Upload to Trajecsys at midterm and finals. The hours must also be documented weekly with your reflective journal in the course room.
- Attendance and participation in clinical education programs (e.g., seminars or conferences that relate to the student's).



Practice Experience Hours & Activities

DNP Practice hours are experiences identified by the student to attain knowledge for successful completion of the DNP program. The DNP practice experiences must align with Program Learning Outcomes (PLOs) and the Essentials of Doctoral Education. The DNP Hours will include hours spent working on the DNP Project. Students accrue DNP practice hours by engaging in mentored experiences, activities, and/or events DURING THE DNP PROGRAM that aligns with new knowledge of the role and responsibilities of the DNP-prepared nurse.

AACN Essentials of Nursing Practice (2021)

Students are required to attain practice hours activities aligned with the AACN Essentials 2021 to ensure program outcomes are met. The student must be able to demonstrate attainment of the AACN Essentials 2021 prior to completing the DNP program.

DNP Program Learning Outcomes

Program Learning Outcomes are found within the DNP Program Handbook and are shared with each mentor during the mentor approval process via the Mentor Guide.

DNP Course Learning Outcomes

Faculty will share Course Learning Outcomes (CLOs) in week one of each practice experience course. Course learning outcomes are found within NCUOne and course syllabi.

Documenting Practice Hours In Trajecsys

DNP hours will be logged in Trajecsys each week during the practice experience and project courses. The student must log the hours in the "Time Log" area of Trajecsys. The following information is required to complete each log:

The number of mentored practice hours spent with the mentor and/or additional hours approved by nursing leadership or faculty.

Which Essential aligns with the practice hour(s) being logged. An activity may align with more than one Essential, please document hours in each applicable Essential.

The student must provide a narrative summary in the notes section of each log, indicating the activity for the mentored practice hours. The activity and practice experience will be detailed within the weekly journals with supporting evidence submitted by course assignment or as applicable (e.g., CE certificate of attendance).

DNP Practice Experience Activities

All DNP students have an active role in creating the Individual Practice Plan. If additional DNP hours are required, the time will be completed engaging in appropriate activities in the Doctoral Student Education (DSE) courses.

Note: Students may complete their DNP Scholarly Project and DNP hours at their place of employment

under the supervision of the mentor. Any activities completed must be outside assigned/typical job responsibilities and not within the same department or aligned under their current job supervisor.

Students will complete a Proposed Practice Plan (P3) with their mentor and submit the plan for review in week one of each practice experience course. The Proposed Practice Plan (P3) can be found in Trajecsys program documents and templates.

The following types of activities may be applied toward the DNP practice experience hours:

- Attendance and participation in clinical education programs (e.g., seminars or conferences that relate to the student's future practice) that are pre-approved by faculty and Program Director of Nursing.
- Experiences, activities, and/or events (i.e., meetings, planning sessions, etc.) related to the DNP Scholarly Project.
- DNP Project-focused planning, implementation and evaluation in the DNP Project courses also require an integration of the AACN Essentials 2021. However, all eight Essentials are not required to be demonstrated in the DNP Project. For a specific course sequence, please visit the NU Catalog.
- DNP coursework that provides evidence toward the program outcomes**

The time spent in the following activities may NOT be applied toward the DNP Hours:

- Writing and reading (i.e., for coursework, etc.)
- Editing (i.e., Scholarly Project)
- Travel
 - DNP coursework can be counted as evidence of meeting or addressing a program outcome or professional role competency, the time spent engaged in that coursework cannot attribute to the DNP hours. Time spent completing coursework is not counted as DNP practice experience hours.
- **Practice as a nurse educator should not be included in the DNP practice hours.**

The focus of a DNP program, including practice experiences and the DNP Project, should not be on the educational process, academic curriculum, or on educating nursing students.

AANC Essentials (2021) for Graduate level Competency Attainment

Continue to grow in the Essentials as you participate in clinical, paying attention to the competencies in each course with clinical hours. Log experiences that relate to the competency you experienced, indicating the experience/activity and the competency domain.

AONL Competencies (2020) Nurse Executive Leader Competency Attainment

The AONL competencies demonstrate your readiness to gain a position as an executive nurse leader after graduation. These are the areas you will work on with your mentor and use to guide your practice experiences. Your mentor will use these competencies to recommend your growth as a nurse executive leader.

DNP Practice Hours

DO

- Count activities that are directly related to the completion of DNP project goals and objectives, especially meetings with stakeholders, nursing or professional leaders, and your Project Committee
- Explore local experiences that contribute to attaining the Essential Outcomes
- Search for leaders in various disciplines to ensure a variety of experiences
- Perform activities that are directly related to the completion of DNP project goals and objectives

DON'T

- Count hours while you are in your paid position or working
- Log travel time related to the practice site
- Log communication, such as emails and phone calls, unless conferencing, meeting, or conducting practice or project-related communications
- Count review of literature, library work, or development of the written document related to the DNP project
- Log time spent during editing (i.e., Scholarly Project)

5 Faculty





05 – Course Faculty

The course faculty member is responsible for being available to the mentor to discuss any issues that may arise with the student or provide counsel with the mentor and student during the course. The role of the course faculty is a combination of many roles, such as facilitator, advisor, organizer, professional relations coordinator, and coach. Regular contact will occur between the course faculty member, student, and mentor via email, Zoom, or telephone to provide support for the student and mentor.

The course faculty member's responsibility is to maintain ongoing and effective communication throughout each DNP project and practice experience. The course faculty member is also responsible for the final evaluation of the student's learning during each project and practice experience course. The following list provides course faculty responsibilities in the DNP program:

- Approve log-hour entries weekly, while providing feedback, as necessary.
- Identify at-risk students and notify the Program Director by midterm.
- Initiate and follow up on remediation plans as needed.
- Review and complete all evaluations.
- Maintain active communication with the student and mentor regarding practice experience performance.
 - Maintain responsibility for the final grade determination based on the grading rubric and the practice performance evaluation.
- Instruct students to abide by the practice experience site policies, procedures, and requirements.
 - Ensure documentation of student performance evaluation at midterm and at completion of the course, provided by mentor, in Trajecsys.

Appendix A-I





Appendix A: Department of Nursing Individual Practice Plan

Verification of mentored clinical/practice experience hours is a requirement for the NU School of Health Professions DNP program. A total of 1000 post- baccalaureate mentored clinical/practice experience hours are required for DNP program completion. A minimum of 570 hours will be acquired during the DNP program. If the Verification of Hours form reflects less than 430 previous mentored practice/ clinical hours, students are required to complete additional practice experience hours during enrollment in the DNP project courses. Mentored practice hours will be completed in the Applied Doctoral Experience (ADE) courses for the fulfillment of additional hours required for the DNP Degree.

Name of DNP Student: _____

Verified Hours: _____ verified via letter on program letterhead or official documentation on transcript

Verification Date: ____ / ____ / ____

Additional Hours Needed: _____

*Refer to the DNP Practice Handbook for additional information regarding the attainment of practice experience hours. Hours from an Education focus or academic MSN program do not qualify as mentored practice hours**

Nursing Program Leadership: _____

Student Acknowledgement Signature: _____

Appendix B: NU DNP Practice Experience Acknowledgment and Instructions

DNP Executive Leadership

Please read all instructions prior to completing and submitting the practice experience proposal form to the Program Director.

The final practice experience proposal is due to the Program Director. Revisions are accepted up to four (4) weeks prior to the practice course start date. If students do not start in the indicated practice experience course, all documents must be resubmitted, and the proposal form must indicate to the new practice experience start date.

By signing below, you acknowledge that you have read the DNP Practice Handbook and instructions. You also give NU permission to verify, if requested, that a criminal background check and medical clearances have been obtained.

Student

Student name: _____

Date the form is submitted: ____/____/____

Date starting practice experience course: ____/____/____

Practice Experience Site

- Students are prepared to be a nurse executive leader.
- Students are allowed to perform practice experience rotations at their place of employment, but not while working or having their supervisor as a mentor. The rotation must be separate from their primary employment.
- The practice experience site must afford the opportunity for the student to meet course objectives. Students are expected to review course descriptions in the DNP Handbook for the upcoming DNP practice courses before completing the Practice Proposal Form.
- Students must follow the Practice Experience Requirements for the DNP program.
- DNP Executive Leadership practice experience courses must be completed in a healthcare administrative setting, i.e. a place that provides organized patient care services.

Specific name of the practice experience site where the student intends to complete practice experience hours. If there is a parent site and several satellite sites, identify the specific site where the mentor is employed and where the student will complete practice experience hours. Include the complete name, rather than an abbreviated name or initials:

Specific address of the practice experience site. Provide suite or office number if needed:

The telephone number which will directly connect to the practice experience site. Include specific extension if needed:

The parent organization, such as healthcare or university system, if applicable:

Identify if the student resides in the same state as the proposed practice experience site and is licensed to practice within that state. If the proposed practice experience site is in a state other than where the student resides, please notify the Program Director through email: [**SHP@nu.edu**](mailto:SHP@nu.edu)

Mentor

- Identify potential mentors through professional contacts and colleagues, as well as former faculty or nurse administrators. Students are encouraged to maintain regular contact with the mentor prior to the start of the practice experience course.
- A mentor should not be anyone with whom you have a non-professional relationship (such as a family member or personal friend).
- To comply with accreditation and governing guidelines, an identified mentor may have no more than two National University students per course session.
- All nurse mentors must have a minimum of a graduate degree in nursing.
- All mentors must have current licensure. Verify licensure on the state board of nursing website. Any discipline noted on the license will be reviewed by the Academic Program Director, Department of Nursing. Note that discipline may be significant or recent enough to determine that this mentor may not be used at this time or at all.
- Mentors must notify the student, course faculty, and the Program Director in a timely manner if not able to continue serving as a mentor.
- All mentors must have a minimum of two (2) years of experience prior to the start of the practice experience course.
- Request current curriculum vitae (CV)/resume from mentor and upload to designated repository.

Name of the mentor as listed on their Registered Nursing license:

Verify and enter the work email address of the mentor:

Check mentor credentials as appropriate. Enter mentor credentials:

State in which the mentor is licensed. Enter Registered Nursing license number:

Student signature:

X _____

Appendix C: NU DNP Practice Experience Mentor Agreement

DNP Student Name: _____

Program: _____

Number of Practice Hours: _____ Start Date: ____/____/____ End Date: ____/____/____

Mentor Name and Credentials

State of Licensure: _____ License #: _____ Date of Expiration: ____/____/____

Mentor Email Address: _____

Mentor Phone Number: _____

Full Name of Practice Experience Site: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office Telephone Number: _____ Fax Number: _____

Expectations of the Mentor

Please review the Mentor Guide, Practice Handbook, and each Course Learning Outcomes applicable to the student practice experience. In addition to the mentor description, qualification, evaluations, and responsibilities, please acknowledge the following summary and provide a signed and dated agreement. If you find you are not able to complete responsibilities as the student's mentor for any reason, you must notify the student and the Academic Program Director, Department of Nursing immediately so a replacement mentor can be established.

Professional Exemplar

- Credentialed as a nurse with a minimum of a graduate degree* in nursing and currently licensed in the state where the practice will take place. *Terminal degree in nursing is preferred.
- Provide teaching/learning experiences in the practice experience setting.
- Exhibit leadership skills during the practice experience.
- Demonstrate professional responsibilities as a professional example for the DNP student.
- Review DNP Handbook and Practice Experience Handbook in full to understand the requirements for the DNP student.

Coach

- Assess the DNP student's learning needs.
- Assess the student's list of strengths and weaknesses.
- Review the student's personal learning goals.
- Collaborate with the student to plan effective learning experiences.
- Provide ongoing feedback and evaluation of the student.
- Collaborate with NU course faculty to evaluate the student's practice performance.
- Schedule and complete a midterm evaluation. For specific information, please visit the [NU Catalog](#).
- Schedule and complete a final evaluation. For specific information, please visit the [NU Catalog](#).



- Confirm and approve practice experience hours required for designated course and DNP experience in Trajecsys.
- A satisfactory practice evaluation is necessary to complete the course and graduate.

Communicator

- Communicate with course faculty by phone at the beginning of the course, midterm, and final evaluation.
- Contact course faculty and Academic Program Director, Department of Nursing a for concerns, problems, or incidents involving the student.
- Welcome the student and actively integrate the student into the administrative setting.
- Assist the student with their transition to the DNP role.
- Effectively communicate with the student, course faculty, and the Academic Program Director, Department of Nursing.

I have read the Mentor Guide, and the DNP Practice Handbook in full, acknowledge the mentor expectations, qualifications, and responsibilities, and agree to serve as a mentor.

Mentor Name (Printed): _____ **Date:** ____/____/____

Mentor Signature: X _____ **Date:** ____/____/____

Appendix D: NU DNP Project Proposal Approval Form

DNP Student Name: _____ DNP Project Title: _____

DNP Project Proposal Approval

The DNP Project is a culmination of the knowledge gained in the DNP courses. The project is an opportunity to demonstrate an analytical approach to programmatic, administrative, policy, or practice issues in a format that supports the synthesis, transfer, and utilization of knowledge.

	APPROVED	NOT APPROVED
DNP Mentor: _____	<input type="checkbox"/>	<input type="checkbox"/>
DNP Course Faculty: _____	<input type="checkbox"/>	<input type="checkbox"/>
Academic Program Director, Department of Nursing: _____	<input type="checkbox"/>	<input type="checkbox"/>
Title of DNP Project: _____		
Description of DNP Project: _____		
Reviewed and verified by the Academic Program Director, Department of Nursing:		
Signature: X _____	Date: ____/____/____	



Appendix E: NU DNP Project Team Agreement

DNP Student Name: _____

DNP Project Title and Description: _____

Course Faculty Team Member:

Name: _____ Date: ____/____/____

Title and Credentials: _____

I agree to serve on the DNP Project Team for the above-named DNP student.

Signature: X _____

SME Team Member

Name: _____ Date: ____/____/____

Title and Credentials: _____

I agree to serve on the DNP Project Team for the above named DNP student.

Signature: X _____

Approved by Academic Program Director, Department of Nursing

Name: _____ Date: ____/____/____

Signature: X _____

Appendix F: NU DNP Final Project Approval

This document serves as the official record of the DNP Project submission to the NU School of Health Professions, Nursing, and must be submitted before the DNP degree may be awarded.

Please print and sign all information clearly.

Student Agreement:

- I hereby certify that, if appropriate, I have obtained authorization statements from each third-party copyright holder.
- I certify that I have submitted the final copy of relevant documents approved by my DNP Project Team.

Student Name: _____

Graduation Date: ____/____/____

Name of Doctoral Program: _____

Name of Degree: _____

DNP Project Title: _____

Review and Acceptance: Documents have been reviewed and approved by the student's DNP Project Team. This Approval Form serves as the Certificate of Approval for the DNP Project, including any abstracts enclosed within.

Team Member: Course Faculty Chair

Printed Name: _____ **Signature:** X _____ **Date:** ____/____/____

Team Member: Mentor

Printed Name: _____ **Signature:** X _____ **Date:** ____/____/____

Team Member: SME

Printed Name: _____ **Signature:** X _____ **Date:** ____/____/____

School of Health Professions, Academic Program Director, Department of Nursing

Printed Name: _____ **Signature:** X _____ **Date:** ____/____/____

School of Health Professions, Dean

Printed Name: _____ **Signature:** X _____ **Date:** ____/____/____

Appendix G: NU DNP Student Health Assessment Form

DNP Student Name: _____ Date: ____/____/____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Date of Birth: ____/____/____

Male

Female

Phone Number: _____

PLEASE NOTE:

This health assessment must be completed by an MD, DO, PA, or ARNP.
Assessment by other healthcare providers will NOT be accepted.

Physical Assessment

Height: _____ Weight: _____ Vital Signs: BP _____ P _____ R _____ Temperature: _____

Visual Acuity: (R) _____ (L) _____ Uses Eyeglasses: Yes No Uses Contact Lenses: Yes No

Uses Hearing Aids: Yes No

Medical History

Allergies: No Yes If yes, explain: _____

Hospitalizations: No Yes If yes, explain: _____

Orthopedic Problems: No Yes If yes, explain: _____

Heart Problems: No Yes If yes, explain: _____

Lung Problems: No Yes If yes, explain: _____

Skin Problems: No Yes If yes, explain: _____

HEENT: Normal Abnormal If Abnormal, explain: _____

Heart: Normal Abnormal If Abnormal, explain: _____

Lung: Normal Abnormal If Abnormal, explain: _____

Abdomen: Normal Abnormal If Abnormal, explain: _____

Musculoskeletal: Normal Abnormal If Abnormal, explain: _____

Neurological: Normal Abnormal If Abnormal, explain: _____

Immunization Verification Instructions

IMMUNIZATION CONTACT INFORMATION	
Hotline:	800-CDC-INFO / 800-232-4636
Email:	nipinfo@cdc.gov
Website:	http://www.cdc.gov/vaccines/hcp.htm
TB test	PPD must be 0 mm or negative IGRA (blood) testing annually.
	If POS, must have proof of negative CXR and annual symptom analysis.
Tetanus Vaccination/Td:	Every ten years. Tdap booster as replacement for one Td dose.
Hepatitis B Vaccination	Evidence of 3-dose series with positive Ab titer.
	If non-responder (NEG Ab after three-dose series), follow CDC recommendations to repeat series and titer.
MMR (Measles, Mumps, Rubella)	<p>Healthcare personnel (HCP) born in 1957 or later can be considered immune to measles, mumps, or rubella only if they have documentation of (a) laboratory confirmation of disease or immunity or (b) appropriate vaccination against measles, mumps, and rubella (i.e., 2 doses of live measles and mumps vaccines given on or after the first birthday and separated by 28 days or more, and at least 1 dose of live rubella vaccine). HCP with 2 documented doses of MMR are not recommended to be serologically tested for immunity, but if they are tested and results are negative or equivocal for measles, mumps, and rubella, these HCP should be considered to have presumptive evidence of immunity to measles, mumps, and/or rubella and are not in need of additional MMR doses.</p>
Varicella (Chicken Pox)	<p>Must have a positive varicella titer. If no serologic proof of immunity, prior vaccination, or diagnosis or verification of a history of varicella or herpes zoster by a healthcare provider, give two doses of varicella vaccine, four weeks apart. Not recommended that healthcare personnel get tested for immunity to varicella after two doses of vaccine, as commercial assays are not sensitive enough in all instances to detect antibodies after vaccination.</p>

Healthcare provider MUST sign the bottom of the Immunization and Statement of Health Form to prove that the student has been screened AND that the vaccinations have been verified. All immunizations must be uploaded to Trajecsys after completed in Castle Branch. Castle Branch will serve as your personal repository for your immunizations, drug testing and criminal background check.

*



Based upon standard history and physical exam findings, this student is free from communicable diseases and able to conduct practice experiences in an environment that provides patient care services. All immunization dates above are hereby certified and all other medical records of this student are on file at the physician's office.

Faculty Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Healthcare Provider's Signature: _____ Date: ____/____/____

ALL immunization requirements **MUST** be met prior to starting the practice experience courses in the National University School of Health Professions Nursing Program unless approved special circumstances exist. Refusal of immunizations are a personal right, but the site and mentor determine if that is acceptable in the facility. By signing this statement, the student provides a waiver for the NU DNP Program administration and faculty to maintain and release immunization and tuberculosis screening results.

DNP Student Signature: _____ Date: ____/____/____



Appendix H: NU DNP Practice Experience Performance

The mentor evaluation of the DNP student's practice experience performance addresses the DNP Practice Experience course objectives.

Evaluations are conducted at midterm and at the end of each course. The evaluations are intended to assess overall student performance in the practice experience setting.

The evaluations are based on successful completion of each course objective in the DNP courses with clinical/practice experience components. Evaluations are completed in Trajecsys with required electronic signature but may be reviewed here. Paper versions of the midterm and final evaluations may be used if technology challenges, or issues arise.

DNP Executive Leadership

Midterm and Final Evaluation

NU DNP PRACTICE EXPERIENCE PERFORMANCE

The mentor evaluation of the DNP student's practice experience performance addresses the DNP Practice Experience course objectives.

Mentor recommendations are conducted at midterm and at the end of each course. The recommendations are intended to assess overall student performance in the practice experience setting.

The course evaluations are based on successful completion of each course objective in the DNP courses with clinical/practice experience components. Evaluations are completed in Trajecsys with required electronic signature but may be reviewed here. Paper versions of the midterm and final evaluations may be used if technology challenges, or issues arise.

DNP EXECUTIVE LEADERSHIP

DNP Competencies (Form found in Trajecsys- Please indicate course number aligned with the evaluation parameters)

Professionalism

- Upholds professional ethical principles in decision-making through personal, organizational, and staff accountability.
- Supports, promotes, and role models standards of nursing and leadership professional practice (clinical, educational, certification, and leadership) for colleagues and constituents.

Professional Accountability

- Aligns behavior with personal values and determines fit with the organization's culture.
- Ensures a just culture of accountability.
- Ensures the voice of the patient is central and present in decision-making.
- Holds self and others accountable for measurable high quality and cost-effective outcomes.
- Recognizes and responds appropriately to career opportunities for staff and colleagues.

- Exhibits executive presence.

Advocacy

- Advocates for health care policy, at all levels of government, as it effects safe, quality, accessible, and affordable health care.
- Advocates in the patient's best interest, seeking regulatory and/or accreditation rule changes when necessary.

Health Equity & Social Determinates of Health

- Implements and maintains optimal, culturally competent health care across the lifespan, in all settings, addressing social determinants of health and health equity.

Governance

- Interacts and educates the organization's governing body regarding health care, the value of nursing, and quality and patient safety principles.
- Represents patient care issues to the organization's governing body.
- Represents nursing in the boardroom and C-suite.

Explanation of How Competencies Were Met:

Overall, was the Professionalism competency met?

- Not Met
- Novice Level
- Approaching Met
- Met

Communication and Relationship Management Effective Communication

- Communicates with clarity and integrity to build trust with all stakeholders.
- Identifies and understands diverse communication styles when engaging strategic partners.
- Practices transparency and truth telling.

Relationship Management

- Develops and fosters relationships across the care continuum to build alliances and strategic partnerships to achieve common goals.
- Engages and manages conflicts and disagreements in a constructive manner.
- Identifies the internal and external political forces that impact the work of the organization.
- Perceives organizational and strategic realities while incorporating political influences and acts accordingly.
- Recognizes and responds to the organization's impact on stakeholders' views and engagement.

Influencing Behaviors

- Influences and persuades others, builds consensus, and gains cooperation from others to share information and accomplish goals.

Explanation of How Competencies Were Met:

Overall, was the Communication & Relationship Building competency met?

- Not Met
- Novice Level
- Approaching Met
- Met

Knowledge of the Healthcare Environment

Nursing Practice & Application

- Transforms care delivery models and environmental design to ensure the delivery of safe patient care that is evidence-based, accessible and affordable to all.
- Recognizes the impact of internal and external factors on care delivery and the organizational finances.
- Integrates quality and safety measures for patients into the care environment.
- Formulates objectives and priorities, implementing plans across the continuum of care and practice settings consistent with long-term interests of the organization.

Economics & Policy

- Aligns organizations strategies that are informed with current developments in health care economics, policy, and legislation.
- Influences health care policy, at all levels of government, as it affects safe, quality, accessible, and affordable health care.

Regulation

- Ensures compliance with accreditation and local, state, and federal regulatory standards.

Evidence-Based Practice

- Leads/translates evidence-based research into practice.

Patient Safety & Quality

- Ensures the use of patient safety and care improvement sciences.

Explanation of How Competencies Were Met:

Overall, was the Knowledge of the Health Care Environment & Clinical Principles competency met?

- Not Met
- Novice Level
- Approaching Met
- Met

Business Skills & Principles

Financial Management

- Understands the organization's financial processes.
- Uses concepts of economics, cost-benefit analyses, and business models to set priorities and measurable goals.
- Manages financial resources using concepts of economics, finance, accounting, cost-benefit analysis, and effectiveness of business models.

- Supports financial health, particularly as it is influenced by nursing and other clinical decisions and outcomes.
- Participates in activities related to system bond ratings, investing, and attainment of operating margins.

Strategic Management

- Fosters high-reliability concepts within the organizational structure.
- Utilizes multiple sources of evidence-based data in goal setting and decision-making.
- Ensures operational objectives are in place to achieve the strategic mission.
- Participates in the negotiation, monitoring, and management of contract/service agreements.
- Aligns and creates nursing/clinical objectives, goals, and tactics required to achieve the organization's strategic outcomes.
- Recognizes and supports the benefit and impact of technology on care delivery, clinical information, and financial outcomes.
- Uses evidence-based metrics to align organization's goals and objectives with patient outcomes.

Human Resource Management

- Builds and manages a diverse workforce based on organizational, professional nursing, clinical goals and outcomes, data, budget considerations, and staffing needs.
- Ensures that employees are appropriately recruited, selected, on-boarded, educated, evaluated, and recognized.
- Manages a multisector workforce and a variety of work situations.
- Ensures the presence of a safe and healthful work environment, promoting self-care and empowerment.
- Advances organizational policies that allow employees to practice at the top of education/license.
- Establishes mechanisms to provide identification and mentoring of staff for career progression.

Explanation of How Competencies Were Met:

Overall, was the Business Skills & Principles competency met?

- Novice Level
- Approaching Met
- Met
- Not Met

Leadership

Systems & Complex Adaptive Thinking

- Provides visionary thinking to build a shared vision that is articulated to others and influences others to translate vision into action.
- Develops and encourages new insights into situations; questions conventional approaches.
- Encourages new ideas and innovative designs; implements new cutting-edge programs/processes.
- Creates and executes strategies for complex situations.

Change Management

- Acts as a catalyst for change by seeking new information and ideas; rapidly adapts to new information, changing conditions, and unexpected obstacles.
- Open to change and new information.

Diversity, Belonging & Inclusion

- Cognizant of unconscious and systemic bias in care delivery and business operations.
- Leads and supports initiatives that address racism, discrimination, and bias in care delivery and business operations.
- Encourages creative tension and differences of opinions.

- Fosters an inclusive workplace where diversity and individual differences are valued and maximized to achieve the vision and mission of the organization.
- Develops the ability to others to perform and contribute to the achievement of their goals consistent with the organization's vision and mission.
- Provides feedback and opportunities for others to learn through formal and informal methods.
- Creates, promotes, and protects a culture that supports staff, patients/clients, and stakeholders.
 - Delegates appropriately.
 - Fosters professional governance in both philosophy and structure.
- **Decision-Making**
 - Capitalizes on opportunities and takes calculated risks.
 - Identifies and objectively analyzes problems; evaluates relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations and decisions.
 - Makes timely decisions even when data are limited or solutions produce unpleasant consequences.
 - Understands the impact and implications of decisions.

Transformation & Innovation

- Fosters a culture of inquiry, innovation, and transformation with a focus on the future.

Explanation of How Competencies Were Met:

Overall, was the Leadership competency met?

Novice Level

Approaching Met

Met

Not Met

Summary

I am certifying that the evaluation feedback provided is a true account of the abilities of the student. This evaluation is for the sole use of National University Department of Nursing, and contains confidential information covered under the Family Education Rights and Privacy Act (FERPA).

Additional Notes/Comments:

Mentor signature

Please Print Name: _____

Please Sign Name: X _____ **Date:** _____

Appendix I: NU DNP Evaluation Of Practice Site And Mentor

Purpose: This evaluation should be completed by the student at the end of each course to evaluate the mentor and practice site. Honest student feedback is expected. Thank you. -NU Nursing Leadership

Please rate the following statements regarding your mentor:

	Not Observed	Lacks Competency	Demonstrates Competency	Demonstrates Proficiency	Demonstrates Mastery
My mentor was knowledgeable regarding the objectives and learning outcomes of my course.					
My mentor was readily available for consultation.					
My mentor facilitated access to information and resources needed to complete my practice experience.					
My mentor provided opportunities for management of healthcare systems data appropriate to my practice experience expectations.					
My mentor encouraged problem solving through meaningful questioning and systems thinking.					
The quality of patient care delivery systems was appropriate.					
My mentor's ability as a leader helped me apply leadership skills as a student of this program.					
My mentor was a role model in utilizing evidence in choosing interventions for best practice.					
My mentor discussed their expectations of me for this clinical rotation.					
My mentor was respectful of me and my time and encouraged open communication, enabling leadership development and integrative change management.					
My mentor interacted with me in a professional manner.					

Please list and detail the mentor's strengths:

Please list and detail the mentor's weaknesses:

Please rate the practice site:

	Not Observed	Lacks Competency	Demonstrates Competency	Demonstrates Proficiency	Demonstrates Mastery
Orientation to the site included a tour of the facility and introductions to key people.					
Physical facilities were adequate.					
The site is receptive to student participation in patient care.					
The site is receptive to student participation in patient care.					
The site is receptive to student participation in patient care.					
The practice site was professional in appearance, including cleanliness.					
The practice site provided adequate supervision and mentor collaboration for student learning and safety.					
This site provided a variety of learning experiences.					

Please list and detail the practice site's strengths:

Please list and detail the practice site's weaknesses:



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