Handbook for Doctor of Nursing Practice (DNP)

"Evidence-Based Capstone Project"
Dear DNP student:

Welcome to the seminal event of the DNP program. You have successfully completed the required course work and now you are about to begin the culminating event of your preparation as a Doctor of Nursing Practice.

The evidence-based capstone project in the DNP is designed to allow you to synthesize your prior preparation into a single evidence-based project that changes practice in a particular setting. As a DNP student, this project should impact either the micro-system or macro-system in the world of primary care. It is expected that the project be completed during one semester each of N9885 and N9886.

There are a number of mechanisms that have been put into place that will help you stay on track to complete the project in the allotted time. Faculty can put the benchmarks in place, however, it is the student’s responsibility to meet the outcomes of the project. Ultimately, it is your responsibility to stay on track, meet deadlines, and complete the project.

This handbook is your guide throughout the project. Refer to it often and complete all sections as they appear throughout the process. The handbook begins with the criteria for the project. Because the project is initially integrated within the N9885 DNP Clinical Capstone course, the next section demonstrates how this integration can keep you on target. Finally, the outcomes and due dates for the project sections completed in N9886 are included. Any required forms are located in the Appendixes within this handbook.

Best of luck on this last phase of your doctoral education!

Graduate Program Faculty
Criteria for Evidence-Based Project

I. Introduction
   o Identify the problem
   o Discuss the trigger or stimulus that caused you to investigate this problem
   o Justify why this problem is relevant to the NP role

II. Context of the Problem
   o Description of system working in
     ▪ Demographics
     ▪ Organizational culture
     ▪ Key stakeholders
     ▪ Power relationships dynamics
   o Financial Stability
     ▪ Payor mix
     ▪ Internal Resources

III. Perspectives of the Problem
   o Current Practice
     ▪ Contributing factors to the practice
     ▪ Historical trends of the practice
     ▪ National trends re.to the practice
     ▪ Impact of maintaining status quo
   o Supporting Site Data
     ▪ Outcome measures [objective and measureable such as patient satisfaction, immunization rates, screening rates, diabetic foot checks]
     ▪ Data to demonstrate the existence of the problem
     ▪ Empiric research, literature, and national database to establish and support the problem and outcome measure
     ▪ Establish target benchmarks for project
   o Statement of the Problem for Change
     ▪ What is currently being done
     ▪ Justification of the practice change
   o Evidence-Based practice framework
     ▪ Describe how this framework guides the project

IV. Critical Appraisal of the Supporting Literature
   o Integrate “Problem at Large” and “Problem at Site” (use peer reviewed literature from a variety of disciplines
     ▪ Ethics
     ▪ Policy
- Economics
- Leadership
- Empiric studies
- EBP model research
- Justification of why this role for this project

V. Implementation plan
   o Overview of planned project
     ▪ Desired support
   o SWOT analysis
   o Detailed description of implementation plan
     ▪ Desired Outcomes
     ▪ Timeline
       • ‘Audit trail’ checkpoints
     ▪ Budget and financial impact
   o Detailed description of measurement plan
     ▪ How will desired outcomes be measured?
     ▪ When will measurement take place?
     ▪ How will the outcome data be analyzed?

VI. Evaluation of Project Outcomes
    o Analyze the outcome data
    o Use graphs, tables and figures as appropriate to the data

VII. Evaluation of the Process
    o Describe what happened during the project period
    o Analyze why the events occurred
    o Support your suppositions with evidence from the literature

VIII. Conclusions
    o Describe the future implications of the project
    o What is the impact of the project on your own self-regulation and evidence-based practice?
### Timeline for Activities Prior to N9885

<table>
<thead>
<tr>
<th>Activity</th>
<th>When</th>
<th>Date Accomplished</th>
<th>Comments</th>
</tr>
</thead>
</table>
| 1. Register for N9885     | • End of October if taking N9885 the next Spring semester
               • Early March if taking N9885 the next Fall semester         |                   |                        |
| 2. Meet with N9885 course leader | • Mid- November if taking N9885 the next Spring semester
               • Mid-April if taking N9885 the next Fall semester       | Faculty Signature |                        |

During the meeting with the N9885 course leader, the course leader will explain the clinical project and how the course assignments intersect with project activities. Types of projects and potential settings will be determined. Selection of the Project committee will also be explained.

### Outcomes to be achieved between this meeting and the first day of class in N9885

<table>
<thead>
<tr>
<th>Outcomes to be achieved</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification of Committee Chair</td>
<td>Student</td>
</tr>
<tr>
<td>Identification of agency where project is to be completed</td>
<td>Negotiated between N9885 course leader, clinical coordinator and student</td>
</tr>
<tr>
<td>Determination of need for a ‘Clinical Affiliation Agreement’</td>
<td>N9885 Course Leader/Clinical Coordinator</td>
</tr>
<tr>
<td>Identify appropriate preceptor</td>
<td>Suggestions negotiated between N9885 course leader, clinical coordinator and student; final decision is course leader’s</td>
</tr>
</tbody>
</table>
## Timeline for Activities while taking N9885

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Date</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Institutional Review Board (IRB) certification</td>
<td><strong>Week 1</strong> of N9885 (Pass/Fail) (August 24)</td>
<td>Submit IRB certificate to N9885 Committee Chair. The certification must be in effect throughout the project period. Submit verification from committee chair to N9885 course instructor that satisfactory work submitted by due date (Appendix A).</td>
</tr>
<tr>
<td></td>
<td><strong>Week 2</strong> of N9885 (5% of project grade) (August 31)</td>
<td>Meeting dates established with committee chair Submit verification from committee chair to N9885 course instructor that meeting dates established by due date (Appendix A).</td>
</tr>
<tr>
<td>2. Finalize two Committee members</td>
<td><strong>Week 5</strong> of N9885 (20% of project grade) (September 21) If not deemed satisfactory, student loses 20% of grade</td>
<td>Submit completed work to committee chair Submit verification from committee chair to N9885 course instructor that satisfactory work submitted by due date (Appendix A).</td>
</tr>
<tr>
<td></td>
<td><strong>Week 6</strong> of N9885 (20% of project course grade) (September 28) If not deemed satisfactory, student loses 20% of project grade</td>
<td>Submit completed work to committee chair Submit verification from committee chair to N9885 course instructor that satisfactory work submitted by due date (Appendix A).</td>
</tr>
<tr>
<td>3. Introduction, context and supporting site data completed</td>
<td><strong>Week 9</strong> of N9885 (20% of project grade) (October</td>
<td>Submit completed work to committee chair and N9885 course instructor by due date</td>
</tr>
<tr>
<td>4. Supporting literature completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Development of Implementation plan completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>19)</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>• Submit verification from committee chair to N9885 course instructor that satisfactory work submitted by due date (Appendix A).</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Submit final project proposal to 9885 course leader and Committee chair</td>
<td>• Week 13 of 9885 (November 16)</td>
</tr>
<tr>
<td></td>
<td>• Submit completed work to committee chair and N9885 course instructor by due date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Submit verification from committee chair to N9885 course instructor that satisfactory work submitted by due date (Appendix A).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Committee chair submits project to second reader as deemed appropriate</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Submit draft of IRB proposal to Chair</td>
<td>• Week 14 of 9885 (November 30)</td>
</tr>
<tr>
<td></td>
<td>• Submit completed work to committee chair and N9885 course instructor by due date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Submit verification from committee chair to N9885 course instructor that satisfactory work submitted by due date (Appendix A).</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Submit IRB proposal</td>
<td>• Due to IRB on December 7</td>
</tr>
<tr>
<td></td>
<td>• Failure to submit by December 7 results in an automatic Incomplete in the course</td>
<td>• Submit completed work to committee chair and N9885 course instructor by due date</td>
</tr>
<tr>
<td></td>
<td>• Submit verification from committee chair to N9885 course instructor that satisfactory work submitted by due date (Appendix A).</td>
<td></td>
</tr>
</tbody>
</table>

Both the Committee Chair and N9885 course faculty member will grade the clinical project paper submitted Week 13. The grades of each person will not be ‘averaged’ but negotiated. The final grade will account for 40% of the N9885 course grade.

*It is reasonable to expect feedback will be provided within 10-14 days after submission.*

If the work required for the clinical project is not completed during N9885, the student will receive an ‘Incomplete’ (refer to University ‘Incomplete’ policy) and must complete N9885 requirements during the following semester. The default grade in the incomplete will reflect the 65% weight for the project. If the project activities for N9885 are not completed during the second semester of N9885, the default grade from the incomplete will go into effect for the first
semester of N9885. Students may not register for N9886 unless all requirements for N9885 are met. **Students who take more than one semester to complete N9885 can receive no more than a B+ in N9885.** This will delay graduation for at least one semester. For example, a student fails to submit the final project proposal by November 16. This delays the student ability to complete the IRB proposal and submit it by December 7. The student receives as incomplete for 9885. If 9885 was taken in Fall semester, the student cannot register for N9886 until the next time the course is offered, which is the following fall semester. **NO EXCEPTIONS WILL BE MADE TO THIS POLICY.**
Figure 1. Progression possibilities in N9885

REGISTER FOR N9885

Complete N9885 in one semester

Register for N9886 for the next semester

Do Not Complete N9885 by December 7

Receive Incomplete in N9885

Continue to meet N9885 requirements throughout the next semester

Complete N9885

- Receive Grade in N9885
- Grade can be no greater than B+

Do Not Progress
- Receive Default Grade from Incomplete

Register for N9886 for the following semester
Timeline for Activities while taking N9886

Completion of the clinical project is totally in the hands of the student during N9886. The student meets with the committee chair and other members of the committee as recommended by the committee chair. Use the following recommendations to stay focused and on target.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Outcome/Due Date</th>
<th>Submitted/Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Evaluation of Outcomes</td>
<td>• Data collection and written section completed by <strong>Week 6 (February 22)</strong></td>
<td>• Submit completed work to committee (Appendix B)</td>
</tr>
<tr>
<td>2. Evaluation of Process</td>
<td>• Written section completed by <strong>Week 8 (March 14)</strong></td>
<td>• Submit completed work to committee chair (Appendix B)</td>
</tr>
<tr>
<td>3. Conclusion</td>
<td>• Written section completed by <strong>Week 10 (March 28)</strong></td>
<td>• Submit completed work to committee chair (Appendix B)</td>
</tr>
<tr>
<td>4. Revisions incorporating all feedback</td>
<td>• All revisions incorporated by <strong>Week 11 (April 4)</strong></td>
<td>• Submit completed project committee chair (Appendix B)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Committee chair submits project to second reader</td>
</tr>
<tr>
<td>5. Final Submission</td>
<td>• Final submission <strong>Week 12 (April 11)</strong></td>
<td>• 1 copy of final submission to committee chair, second reader, and Graduate Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Appendix C must be submitted at the time of final submission</td>
</tr>
<tr>
<td>6. Presentation of Project within Temple</td>
<td>• Submit abstract when call for papers is distributed</td>
<td>• Department EBP conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CHPSW Research Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• STTI/Department EBP conference</td>
</tr>
<tr>
<td>7. Oral Presentation</td>
<td>• <strong>Week of April 18</strong></td>
<td>• Attended by chair and second reader</td>
</tr>
<tr>
<td></td>
<td>• To be scheduled by Department</td>
<td>• Open to all nursing faculty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Guests allowed upon discretion of student</td>
</tr>
</tbody>
</table>

If the work required for the clinical project is not completed during N9886, the student will receive an ‘Incomplete’ (refer to University ‘Incomplete’ policy) and must complete the course requirements the following semester. If the project activities for N9886 are not completed during the second semester, the default grade from the incomplete will go into effect. The grade received in N9886 will determine the student’s ability to graduate. See Figure 2
Figure 2. Progression possibilities in N9886

**REGISTER FOR N9886**

- Complete N9886 in first semester
- Do Not Complete N9886 in first semester

**GRADUATE**

- Receive Incomplete in N9886
- Continue meeting N9886 requirements the second semester

- Complete N9886
- Do Not Complete N9886

- Receive Grade in N9886
- Grade can be no greater than B+
- Receive Default Grade from Incomplete in N9886
- Ability to graduate determined by default grade

**GRADUATE**
Appendix A

A copy of Appendix A is to be submitted to the Capstone Project Chair for Signature at each assigned due date. After receipt of signature, the form is submitted to the N9885 course faculty for verification and signature.

Indicate the assignment that was submitted to the committee chair:

✓ IRB Certification
  o Date Submitted (Week 1-8/24):______________________
  o Chairperson Signature:____________________________
  o N985 Course Faculty Signature:_____________________

✓ Selection of three Committee members
  o Members
    ▪ Chairperson name:_________________________
    ▪ Second Reader:___________________________
  o Date Submitted (week 2-8/31):____________________
  o Chairperson Signature:________________________
  o N985 Course Faculty Signature:_____________________

✓ Introduction, context and supporting site data completed
  o Date Submitted (week 5-9/21):____________________
  o Chairperson Signature:________________________
  o N985 Course Faculty Signature:_____________________

✓ Supporting literature completed
  o Date Submitted (week 6-9/28):____________________
  o Chairperson Signature:________________________
  o N985 Course Faculty Signature:_____________________

✓ Implementation plan completed
  o Date Submitted (week 9-10/19):____________________
  o Chairperson Signature:________________________
  o N985 Course Faculty Signature:_____________________

✓ Final Project Submission completed
  o Date Submitted (week 13-11/16):___________________
  o Chairperson Signature:________________________
  o N985 Course Faculty Signature:____________________
✓ Draft of IRB Proposal completed
  o **Date Submitted** *(week 14-11/30)*: ______________________
  o Chairperson Signature: ______________________
  o N9585 Course Faculty Signature: ______________________

✓ Final IRB Proposal submitted
  o **Date Submitted** *(12/7)*: ______________________
  o Chairperson Signature: ______________________
  o N9585 Course Faculty Signature: ______________________
Appendix B

A copy of Appendix B is to be submitted to the Capstone Project Chair for Signature at each assigned due date.

Indicate the assignment that was submitted to the committee chair:

✓ Evaluation of Outcomes
  o Date Submitted (week 6-2/22):____________________
  o Chairperson Signature:____________________

✓ Evaluation of Process
  o Date Submitted (week 8-3/14):____________________
  o Chairperson Signature:____________________

✓ Conclusion
  o Date Submitted (week 10-3/28):____________________
  o Chairperson Signature:____________________

✓ Revisions (includes all feedback)
  o Date Submitted (week 11-4/11):____________________
  o Chairperson Signature:____________________
  o Second Reader Signature:____________________

✓ Final Submission
  o Date Submitted (week 12-4/11):____________________
  o Chairperson Signature:____________________

✓ Submit Abstract for Presentation of Project within Temple (Select one of the following):
  o Sigma Evidence based conference____
  o Departmental EBP conference____
  o CPH Research Day____
  o Chairperson Signature:____________________

✓ Scheduling of Oral Presentation Week of April 18
Appendix C

I, __________________________ am submitting this Evidence-Based clinical project in partial fulfillment of the requirements for the Doctor of Nursing Practice degree. I certify that the attached project entitled, _____________________________________________is the work of this author.

Student Signature:_________________________________
Committee Chair Signature:___________________________
Second Reader Signature: _____________________________