

Tab 1

Doctor of Nursing Practice (DNP) Handbook

Note: This version is formatted for printing and excludes decorative images. For the most current information with full functionality, please visit:

<https://sites.google.com/purdueglobal.edu/nursingresources/dnp/dnp-handbook>

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Welcome to the Doctor of Nursing Practice Program

This page provides essential information and procedures for Doctor of Nursing Practice (DNP) students. Use it as a resource throughout your program. While your success depends on you, you'll have support along the way.

For complete program details, including courses and policies, see the university catalog.

DNP Program Overview

The DNP program is student-centered and the plan of study is individualized based on your readiness to begin writing the project proposal and the practice site's readiness and need for the project to begin. View DNP Degree Plan for more information.

DNP Project Overview

The DNP project demonstrates your advanced nursing skills and leadership within a complex healthcare environment. Your DNP project focus should be based on an identified need, in the clinical setting, that needs improvement. You will learn more about the DNP Quality Improvement process in your first term.

The DNP Project

- Utilizes and applies the concepts and skills you acquire throughout the program while contributing to health care outcomes through the systematic application of existing research/evidence to nursing practice at the systems level
- Addresses a problem or need within a practice specialty area through the "Needs Analysis" process
- Supports the need to improve with relevant organizational data or national standards of practice
- Identifies causative factors for the identified problem or gap in practice
- Develops targeted project outcomes that reflect measurable improvement in the identified problem or gap in practice and that ties directly to the evidence-based intervention
- Reflects an extensive review of the research literature and examination of the ethical, political, economic, and cultural aspects inherent to the problem in order to become a subject matter expert on the issue.
- Through the extensive literature review, identifies a feasible, evidence-based intervention(s) that will achieve the targeted project outcomes.
- Includes an assessment of the community, target population, and setting for implementation as well as economic, political, ethical, and time considerations.
- Is disseminated through a scholarly presentation of the project.
- Is related to advanced practice at the systems level.
- Focuses on change that will benefit a group, population, or community rather than an individual patient.
- Is a sustainable project developed in partnership with the targeted system or community (e.g., clinical agency, health department, government agency, community group).
- Involves collaboration with key stakeholders that will be impacted by the change in every phase of the DNP project process.
- Incorporates leadership skills and competencies for advanced nursing practice.

Supervised Practice Hours

You will complete 1,000 post-baccalaureate practice hours. A minimum of 500 hours must be completed within the DNP curriculum. Up to 500 hours may be transferred from your MSN program. If you transfer fewer than 500 MSN hours, you will complete additional hours during the DNP program to reach 1,000 total hours. Some students may require more than 500 DNP hours depending on prior transferred credit.

- No direct patient care is provided by you, the student, during the supervised practice experience.
- Your practice experience focuses on a systems-level change identified for the DNP project process, though your learning is enhanced via accruing experience in a practice setting that offers a rich and dynamic context.
- Your supervised practice hours incorporate skills and knowledge at the DNP level.
- Each supervised practice experience incorporates the development and implementation of the DNP project in the context of DNP course content (e.g., leadership, health policy, ethics, technology).
- You will develop professional competencies in practice settings aligned with the level of the DNP, as well as course- and program-level outcomes.
- Your successful completion of specific DNP courses includes attainment of the required supervised practice hours.
- The electronic tracking log requires you to document your faculty-approved learning objectives, summarize a description of the experiences at each practice experience, and relate your activities to course and program outcomes.
- The DNP Faculty reviews documented hours to ensure you have met the course/program requirements.
- The final course practice experience focuses on the evaluation of the project, dissemination of the results, and recommendations emanating from the project.

DNP Practice Experience

You will need a valid Affiliation Agreement with your selected practice site. Once you have secured a practice site for your project courses, you will need to follow the instructions in CORE Elms and complete/submit the Affiliation Agreement request form. The Clinical Placement Team will work on the affiliation agreement between Purdue Global University and your practice site. Please visit the Placement Process Step-by-Step Guide and download a copy of the Facility Contact Log Template and access a copy of our Clinical Site and Preceptor Networking Checklist and Guide. This will provide you with networking tips, sample outreach, and strategies to connect with clinical sites and potential practice mentors. It is important to maintain this log so that if you are not successful in obtaining a practice site, our Clinical Placement Team can assist you, and they will know what places you have already contacted.

Plan to complete a minimum of three contacts per week to potential sites and practice mentors, beginning in this first term of study.

All new sites must be reviewed for an Affiliation Agreement if one is not already on file.

Using Your Employer as a Site

If you work in a setting that is appropriate for your clinical/practicum courses, your current employer may be a great option for your rotations.

To prevent any potential conflict of interest, you may only use your place of employment as your site if all of the following conditions are met:

- The organization provides in-person health services
- All hours are performed within a physical location (no virtual hours are acceptable)
- All hours are performed outside of your assigned work hours
- The activities are different than your existing work duties
- The activities are not under the supervision of your work manager
- Your manager is not serving as your Practice Mentor

There will be no exceptions to these requirements.

Example: It would be acceptable to complete the hours in a different department than where you work and to have a Practice Mentor who is a qualified practitioner with no direct or indirect role in evaluating your performance as an employee.

The Practice Mentor who works at the Employer must:

- Work in a different department
- Not be your supervisor
- Does not share job responsibilities with you

What is Not Allowed?

- Performing hours in a virtual environment
- Performing hours during your paid work shifts
- Being supervised by your manager
- Having overlapping duties between your job and your clinical/practicum role
- Using a family member (including those by marriage) as your Practice Mentor

Reminders

- You must carefully delineate your student and employee roles
- In the DNP program, you only have a Practice Mentor, not a Clinical Preceptor and a Practice Mentor.
- Misrepresenting your clinical/practicum role can result in disciplinary action under the Code of Student Conduct.

DNP Project Team

DNP Student

You as the DNP student are responsible for consistent and effective communication with the DNP Practice Mentor and course faculty. **You are required to use the Purdue Global student email for all communications.**

Expectations

- Collaborate with the DNP Faculty to schedule project meetings, project proposal presentation, and the final project presentation.
- Establish and maintain the practice partnership in collaboration with the DNP Faculty and the DNP Practice Mentor.
- Submit draft of the DNP project proposal, IRB documents, and project final written paper to the DNP Faculty for review and feedback.
- Complete the program summative evaluation prior to completion of the final DNP course
- Completes and submits all forms/documents.
- Adhere to the due dates within the course and submit appropriate documents to DNP Faculty in sufficient time for review.

DNP Faculty

DNP Faculty are doctorally prepared members of the Purdue Global School of Nursing Faculty. The following are the DNP Faculty expectations.

Expectations

- Serves as an expert resource and engages in discussions with you to help clarify professional goals and university academic expectations.
- Works with you during project proposal, implementation, evaluation, and dissemination.
- Schedules periodic meetings you during the program of study.
- Attends joint meetings with you and your DNP Practice Mentor.
- Attends your final project presentation.
- Works closely with the DNP Program Lead and reports directly to the Department Chair.
- Has current Collaborative Institutional Training Initiative (CITI) training.
- Assists you with any project issues that may arise.
- Reviews your final project paper and presentation.
- Assists you with preparation of Institutional Review Board (IRB) document submission.

DNP Practice Mentor

You are encouraged to select a practice mentor who works outside of your current work setting and is not your direct supervisor. The line between current employment and supervised practice hours must remain clear to the organization.

The primary role of the DNP Practice Mentor is to provide you with a unique practice and organizational level experience to achieve the project objectives you have identified. Individuals who serve as practice mentors for DNP students must meet the qualifications and expectations listed below.

Qualifications:

- Expert in the clinical, educational, or administrative area in which you wish to develop expertise.
- Has practice, administrative, management, or other designated content expertise that aligns with your learning needs and objectives.
- Holds a position in the organization where they can facilitate your access to organizational information, decision makers, and other personnel to complete the development and implementation of your clinical project.
- Holds current state licensure as required for the professional role and practice area if applicable.
- Has formal education and professional experience as required for the professional role and practice areas, and meets one of the criteria listed below in Examples of DNP Practice Mentors.
- Shows commitment to assist you in meeting the defined learning objectives as established by the program of study.
- Must have an institutional email address.

Expectations:

- Serves as a mentor, resource, and role model for the DNP student in the practice setting.
- Collaborates with the DNP students to identify experiences to support the achievement of their personal learning objectives.
- Oversees the practice experience based on objectives provided by the student in collaboration with the DNP Faculty.
- Provides an orientation of the organization to the student.
- Meets one of the criteria listed below in Examples of DNP Practice Mentors.
- Notifies DNP Faculty of areas of concern regarding the DNP student and/or the project.
- Meets with the DNP student during the practice experience to discuss details, logistics, and progress toward practicum goals.
- Provides feedback to the student and DNP Faculty regarding the extent to which the DNP student achieved the project/practice objectives.
- Assists the student with any required Organizational IRB requirements.

Examples of DNP Practice Mentors:

Preferred:

- Doctoral-prepared Registered Nurse

Acceptable:

- Doctoral-prepared professional with knowledge and experience in the field of interest for the student's DNP project
- Master's prepared Advanced Practice Registered Nurse with knowledge and experience in the field of interest for the student's DNP project
- Master's prepared Registered Nurse holding an Executive Leadership position
- Other Master's prepared professionals must be approved by the DNP Program Chair

Not Acceptable:

- Individuals without a minimum of a Master's degree preparation

Student Success Manager

Upon admission to Purdue Global, you will be assigned to a Student Success Manager.

Expectations:

- Supports and guides you through the University systems, operations, policies, and processes.
- Registers you for your courses, monitors your academic progress throughout the program, acts as a resource for any questions or concerns you may have while enrolled at Purdue Global.
- Though integral to the educational experience for the DNP student, the Student Success Manager does not play a direct role on the DNP project team.

DNP Project Process Overview

You should have formulated an idea for a DNP project at the time of admission to the program. The following is an overview of the DNP project process experience:

In the first course of the DNP program, you will begin to develop your DNP project by identifying a gap in practice at your practice site and in collaboration with your Practice Mentor. The terms "Gap in Practice" and "Needs Assessment" are often used interchangeably. A "Gap in Practice" is really the broad view of the issue - it is a discrepancy between what is currently happening (or not happening) that should or should not be happening that needs improvement. You must define the discrepancy between current clinical outcomes and the benchmarks established by national standards, clinical guidelines, or organizational benchmarks - it is the determination of what is versus what should be. Once this discrepancy is identified, you will look further into causation of this issue and identify organizational data that supports the need for improvement. This is the foundation of your DNP project. From there, you will be able to determine an appropriate measurable outcome and conduct a literature review to locate an evidence-based intervention that will lead to that outcome.

Additional details include the following:

- Your DNP project should focus on improving patient outcomes at the system level.
- You will work with course faculty and the DNP Practice Mentor to develop the practice project idea while evaluating sources of evidence related to the problem/need.
- The DNP project will be further defined and developed as you progress through the program.
- A project design tailored to the DNP project will be developed based on an evaluation of the evidence, a needs assessment, and organizational data that support the project's need, overall goals, outcomes, and process objectives.
- Because some DNP project activities occur outside specific courses, such as IRB application submission, you are responsible for knowing when project requirements are due.
- Once you have received approval for your project from both Purdue Global and the Organization (i.e., IRB requirements or Letter of Approval), you may begin implementation of the DNP project at the practice site.
- Evaluation of the process and outcomes of implementation and dissemination of findings completes the DNP project process.
- The goal is to develop a quality improvement project that translates existing evidence into practice.

- The conclusion of the supervised practice hours in the DNP program coincides with the completion of the DNP project.
- You will evaluate the outcomes of the project and disseminate the results in alignment with the AACN recommendations.
- You will create a scholarly work suitable for publication in a peer-reviewed journal.
- Upon the successful completion of the practice experience and the DNP project, program outcomes are met, and you may prepare to graduate with a degree of Doctor of Nursing Practice.
- You are expected to meet the requirements for completing the DNP project during the program of study.
- If extenuating circumstances prevent you from meeting the expectations for completion of the project during any of the DNP project courses, the DNP course instructor will help you determine the next steps.

DNP Project Meetings

Your progression throughout the project process is monitored by the project team during meetings via conferencing or other acceptable methods agreed upon by team members. The following list includes key information regarding DNP project meetings:

Your progression throughout the project process is monitored by the project team during meetings via conferencing or other acceptable methods agreed upon by team members. You will be required to attend meetings with the DNP Course Faculty as requested.

DNP Project Proposal

You will collaborate with the course faculty to develop the written DNP project proposal. Upon approval, you will defend the project proposal in an oral presentation:

The appropriate method for presentation (e.g., Google Hangout, PowerPoint) will be determined by you and the course faculty.

- You must successfully defend the DNP project proposal to progress in the program. A written evaluation with recommendations as appropriate will be provided for you at the completion of the presentation.
- The course faculty will sign the DNP project proposal evaluation/approval form.

Institutional Review Board (IRB) Process

All scholarly projects require approval from the IRB at Purdue Global and the facility at which the project is to be implemented (if required) before the implementation of the project.

- A Completion Report from the CITI program is a prerequisite for the DNP project process. This training is available in the DNP curriculum.
- You will review a PG IRB PowerPoint presentation presented by the IRB chair. This presentation orients you to PG's IRB process.
- Once Purdue Global IRB approval and the Organization's IRB (or letter of approval in the absence of a formal IRB process) is obtained, you may begin implementation of the DNP project at the practice site.

- The IRB application is submitted only after the DNP Faculty has reviewed, approved, and signed the IRB checklist.
- A copy of the PG IRB approval and a copy of the organization's IRB approval (or official letter of approval in the absence of a formal IRB process) must be obtained and submitted to the DNP faculty before your project can be implemented in the practice setting. Additional approvals and CITI or National Institutes of Health (NIH) training may be required from the agency or institution where the project will be implemented. You will need to ascertain this requirement before the submission of the Purdue Global IRB application. A copy of the both the PG IRB letter of approval and the organization's IRB or letter of approval must be uploaded in the clinical management system.
- The DNP project implementation cannot begin until both Purdue Global IRB approval and Organizational IRB approval (or letter confirming approval in the absence of a formal IRB process) is granted.

NOTE: While you may successfully complete course requirements, a delay in obtaining Purdue Global University and/or Organizational IRB approvals may delay progress to the next course.

DNP Final Project Presentation

You must successfully complete the DNP project final presentation to be eligible for graduation. The oral presentation will take place using a conferencing software program. The presentation will be open for all nursing faculty and students at Purdue Global to attend. DNP Faculty and stakeholders are encouraged to attend.

All presentations must be scheduled ahead of time in coordination with the DNP Course Faculty, SON Dean, and graduate program Chair.

- The DNP project final presentation will be facilitated by the DNP Faculty. You will present the project and results/recommendations, after which the audience may ask you questions or discuss the presentation.
- Following questions and discussion, the audience will be excused and the DNP Course Faculty, DNP Program Lead, SON Dean, and graduate program Chair may pose additional questions to you.
- You will then be excused while the DNP project team and SON leadership deliberate on the outcome of your presentation.
- A written evaluation with recommendations will be provided to you. The DNP Course Faculty and the graduate program Chair or designee will sign the DNP project final presentation evaluation/approval form.
- The project must be successfully defended before the end of the final term for you to be eligible for graduation.
- If you fail to successfully defend the project, a plan for remediation will be developed by the DNP Course Faculty and the student. Failure to pass the second presentation will result in dismissal from the program.
- If the DNP Course Faculty, DNP Program Lead, and graduate program Chair concur that you successfully presented and defended your DNP project, you will submit an electronic version of the final written paper in the clinical management system.

Practice Experience Site Approval Process

Student Clinical Management System Access

During the DNP program, you will upload various documents in the university's clinical management system, CORE ELMS by PeopleGrove. During the first term, you will be provided login information via email to access your account in the system.

Identify your Practice Site

When you have your practice site and practice mentor identified, you will need to submit the site for review in CORE ELMS by PeopleGrove and provide contact information for the site so that the Clinical Student Support Team can initiate a request for an affiliation agreement.

Complete your practice site submission

Once you have a verbal agreement from a practice site to host you for your project, submit this site for the School of Nursing and clinical team review. Please find the instructions in CORE ELMS by PeopleGrove on completing this step.

Include information on the site location, address, institutional email address of your practice mentor, etc.

Note: Site submissions must only be completed once you have identified a potential site and practice mentor and they have verbally agreed to host you. Information provided on site submissions must be accurate and correct. Any instance of fabricated information on a site submission can result in disciplinary action under the university's code of student conduct.

Affiliation Agreement Information

Please see the instructions in CORE ELMS by PeopleGrove on the affiliation agreement step for your placement.

Submit your health records and complete a drug screen

Submit all preclinical requirements (including health records and a new drug screen) as required, prior to the start of your first DNP project course. Failure to do so will delay your DNP project course start.

NOTE: Your drug screen must be current within 6 months of your first DNP project course. Visit the Preclinical Requirements page for more information.

Placement Match Request

Students who are unable to secure a clinical site or preceptor may submit a Placement Match Request for support. Requests must be submitted by the published deadlines. Visit the Placement Match Request page for more information.

DNP Program Forms

- DNP Practice Affiliation Agreement (uploaded in CORE ELMS by PeopleGrove by the Clinical Student Support Team)
- DNP Practice Mentor Information Sheet
- DNP Practice Mentor Form
- DNP Project Proposal Paper
- DNP Project Proposal Presentation Evaluation/Approval Form
- DNP Project Final Paper
- DNP Project Final Presentation Evaluation/Approval Form
- DNP Project Proposal Presentation PowerPoint
- DNP Project Final Presentation PowerPoint

This is a list of forms and documents that students will utilize and/or upload in CORE ELMS by PeopleGrove. Forms are available in each course.

Important Resources

- **Clinical Student Manager (CSM) Contact List:**
<http://www.kushs.net/kaplan/ClinicalP/SONClinicalPlacementTeamContactInformationChart.pdf>
- **Preclinical Requirements:**
<https://sites.google.com/purdueglobal.edu/nursingresources/clinical-student-handbooks/clinical-placement-process-post-licensure-programs/clinical-placement-process-steps/preclinical-requirements>
- **Affiliation Agreements:**
<https://sites.google.com/purdueglobal.edu/nursingresources/clinical-student-handbooks/clinical-placement-process-post-licensure-programs/clinical-placement-process-steps/affiliation-agreement>
- **Placement Process Step-by-Step Guide:**
<https://sites.google.com/purdueglobal.edu/nursingresources/clinical-student-handbooks/clinical-placement-process-post-licensure-programs/clinical-placement-process-steps?authuser=2#h.yx0p7bmubmpm>
- **CORE ELMS by PeopleGrove:** <https://corehighered.com/login-elms>
- **Placement Match Request:**
<https://sites.google.com/purdueglobal.edu/nursingresources/clinical-student-handbooks/placement-match-request?authuser=0>
- **University Catalog:** <https://catalog.purdueglobal.edu/graduate/nursing/doctor-nursing-practice/>
- **DNP Degree Plan:**
<https://catalog.purdueglobal.edu/graduate/nursing/doctor-nursing-practice/#degreeplantext>
- **Program Availability Information:**
<https://www.purdueglobal.edu/catalog-program-availability-info.pdf>
- **PG Student Code of Conduct:**
<https://catalog.purdueglobal.edu/policy-information/student-rights-responsibilities/conduct/>