

**Post-Master's DNP Program
Guide to the NUND 611: Practicum**

STEP I Calculation of Hours for NUND 611 (Practicum)

- A.** On admission (see admission letter), each student will submit documentation of practicum hours completed during their prior master's program. The DNP Program Director will notify the student of the required number of practicum hours.
- B.** The required practicum hours must be completed prior to graduation from the program.
- C. Students admitted to CWRU SON after March 1, 2016**
1. All DNP students must have 1000 clinical practicum hours post BSN or MN.
 2. The student's master's practicum hours are subtracted from the AACN requirement of 1000 hours.
 3. Each student admitted to the program will have a gap analysis completed and receive written documentation, from the DNP Program Director, of the number of practicum hours required to complete the DNP program.
 4. Waiver of the NUND 611 Practicum: Students with > 1000 clinical hours in their master's program will not be required to complete practicum hours in the DNP Program. However, they must complete paperwork (above) and receive a waiver for NUND 611.
- D. Students admitted to CWRU SON before March 1, 2016**
1. The student will submit documentation of practicum hours completed during their prior master's program. The DNP Program Director will notify the student of the required number of practicum hours.
 2. For students who provide documentation of <1000 clinical practicum hours, the number of required hours is determined by subtracting the number of approved masters' practicum hours from the AACN requirement of 1000 hours post-BSN or MN.
 3. If the result of the subtraction is ≥ 400 hours, the student is required to complete a maximum of 400 practicum hours during the CWRU DNP program.
 - a. Two examples:
 - a student with 500 documented clinical hours in their masters' program would be required to do the maximum of 400 hours in the CWRU DNP program
 - a student who had 700 hours in the masters' program would be required to do 300 clinical hours in the DNP program.
 4. Students admitted to the DNP program prior to March 1, 2016, must complete a minimum of 200 practicum hours. Thus, students who provide documentation of completing ≥ 1000 clinical hours in their master's program are required to complete a minimum of 200 hours.

STEP II: Pre/Co-requisite Course

1. NUND 504 is a pre or co-requisite course for the practicum.

STEP III: Enroll in NUND 611, 1-2 credits

1. Review course description and objectives.
2. A total of 2 credits are required
3. Discuss with advisor whether to enroll in 1 cr. for two semesters or 2 credits for 1 semester.

STEP IV: Practicum Plan

1. Practicum activities should contribute to the student meeting the DNP Student Learning Outcomes and to the student's professional development as a leader in, directly or indirectly, promoting population and system-level change and clinical outcomes.
2. Refer below to the AACN statement regarding DNP Practice Experiences.
3. The practicum activities should be new experiences and must be separate and different from the student's normal work activities.
4. Students should discuss their ideas/plans for the Practicum with their advisor early in the program.
5. The student, in collaboration with the advisor, will identify appropriate Preceptor/s (see Step V).
6. The student, advisor, and preceptor collaborate to develop a draft practicum plan (see form on DNP guidelines/forms site)
7. The plan includes, goal, objectives written as behavioral outcomes SMART format (Specific, Measurable, Attainable, Realistic, and Time bound), and anticipated activities.
8. Up to 25% of activities done for the student's Practicum hours may be directed toward the DNP Project as long as they are new experiences for the student and fit with the guidelines for DNP Practicum.
9. The student may do more than one type of practicum activity. A Practicum Plan form should be completed for each Practicum experience.
10. Teaching/learning activities cannot be included in the Practicum.

AACN Requirements Regarding DNP Practice Experiences (AACN, *Essentials of Doctoral Education for Advanced Nursing Practice*, 2006, p.19):

"In order to achieve the DNP competencies, programs should provide a minimum of 1,000 hours of practice post-baccalaureate as part of a supervised academic program. Practice experiences should be designed to help students achieve specific learning objectives related to the DNP Essentials and specialty competencies. These experiences should be designed to provide systematic opportunities for feedback and reflection. Experiences include in-depth work with experts from nursing as well as other disciplines and provide opportunities for meaningful student engagement within practice environments. Given the intense practice focus

of DNP programs, practice experiences are designed to help students build and assimilate knowledge for advanced specialty practice at a high level of complexity. Therefore, end-of-program practice immersion experiences should be required to provide an opportunity for further synthesis and expansion of the learning developed to that point. These experiences also provide the context within which the final DNP product is completed”.

Examples of what the Practicum could be
Testimony related to regional or national policy
Mentoring in a new leadership role
Face-to-face collaboration/data gathering related to the DNP project
Implementation of business plan
Implementing theory into practice
Action research or any precepted research activity
Quality improvement project
Leadership activities at a system level such as leadership of an interdisciplinary team
Develop a new or expanded advanced practice role
Implementation of strategies to translate clinical practice through education
Data collection for DNP Project (in-person)

STEP V: Preceptor/s

1. Preceptors ideally should have doctoral preparation and should have evidence of expertise in the area of practice.
2. The advisor will determine that the Preceptor has the necessary qualifications. Exceptions to this should be discussed with the DNP Program Director.
3. The preceptor’s CV, license if applicable, and letter of agreement should be submitted to the advisor (who will forward them to the DNP office) prior to beginning practicum activities.
4. The practicum site may require an agency agreement, especially for activities involving direct patient contact.
5. An agency agreement may be required for indirect activities not involving direct patient care. If so, refer to the next section for that process.
6. **For activities that involve direct patient contact:**
 - a. The advisor will contact the Dean’s Assistant for Special Projects to determine if there is a current agency agreement or request the Special Assistant initiate a new agreement. ****It is essential this be started immediately when the plan is determined so the student’s Practicum will not be delayed.**
 - b. The Preceptor will submit a CV, license, and letter of agreement as described above.
 - c. The student and advisor will be notified if additional documents are needed.

- d. The student will provide a copy of her/his license to the Post Master's DNP Program Assistant.

STEP VI: Implement Practicum and Complete Final Report

1. The student implements the practicum plan under supervision of the preceptor and guidance of the advisor.
2. The practicum is documented on the Practicum Final Report Form. To support meeting each objective, the student indicates activities completed, the outcome, timeframe, and hours done.
3. The completed form is submitted to the advisor who approves & signs and submits it to the DNP Program Office (see below).
4. More than one Practicum Report Form may be used for different practicum activities.
5. The total hours on all report forms must equal the total number of practicum hours required (as set on admission) for the individual student.

STEP VII: Required Forms/Documentation

1. All practicum documents are first submitted to the advisor who will review, approve, and forward the documents to the DNP program assistant at dnpasst@case.edu.
2. **These documents must be in DNP Program records in order for the student to be approved for graduation.**
3. **Official Statement of the number of MSN clinical hours and DNP Program Director's statement of number of required DNP practicum hours**
4. **Practicum Plan/s.** More than one Practicum Plan form may be used as indicated.
5. **If doing direct patient care- see information on page 2.**
6. **CV, license (if applicable), and letter of agreement to participate** from Preceptor, submitted prior to start of Practicum
7. **Practicum Report.** More than one Practicum Report may be used.

The student should keep copies of all practicum-related documents.