

Post-Master's DNP Program

Guide to NUND 611: Practicum

Step 1. Calculation of Hours for NUND 611 (Practicum)

- On admission (see admission letter), each student will submit documentation of clinical/practicum hours completed during their prior master's program. The DNP Program Director will notify the student of the required number of practicum hours.
- The required practicum hours must be completed before graduation from the program.

As of March 2016:

- All DNP students must have 1000 clinical practicum hours post BSN or MN.
- The student's master's practicum hours are subtracted from the AACN requirement of 1000 hours.
- 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.
- 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 submit a waiver form to receive a waiver for NUND 611.

Step 2. Pre-requisite course

- Either NUND 504 or NUND 506 is a prerequisite course for NUND 611.

Step 3. Practicum Plan

Practicum activities should contribute to the student meeting the DNP Student Program Outcomes and to the student's professional development as a leader in, directly or indirectly, promoting population and system-level change and clinical outcomes. Refer below to the AACN statement regarding DNP Practice Experiences.

- Review the NUND 611 course description and objectives.
- The practicum activities should be new experiences and must be separate and different from the student's normal work activities.
- Students should discuss their ideas/plans for the Practicum with their advisor early in the program.
- The student, in collaboration with the advisor, will identify appropriate Preceptor/s (see Step 4).
- The student, advisor, and preceptor collaborate to develop a draft practicum plan (see form on [DNP Guidelines& Forms webpage](#))
- The plan includes goal(s), objectives written as behavioral outcomes SMART

format (Specific, Measurable, Attainable, Realistic, and Time-bound), and anticipated activities.

- 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.
- The student may do more than one type of practicum activity. A Practicum Plan form should be completed for each Practicum experience.
- 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 proposed DNP project
Implementation of business plan
Implementing theory into practice
Inquiry or any precepted inquiry 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

What a Practicum Cannot Be
Direct teaching of students, staff, patients, or other learners
Activities that are already part of the student's current work responsibilities
Literature review or scholarly writing without planned dissemination or application

Step 4: Preceptors

- Preceptors ideally should have doctoral preparation and should have evidence of expertise in the area of practice.
- The advisor will determine that the Preceptor has the necessary qualifications. Exceptions to this should be discussed with the DNP Program Director.
- 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) **before** beginning practicum activities. License information is applicable for preceptors who are licensed, i.e., nurses, pharmacists, physicians, etc.
- If the preceptor is an FPB faculty member, CV and license are not required.

Step 5: Agreements & Onboarding

- The student and preceptor should complete and sign the preceptor letter of agreement. The letter template is available on the [DNP Guidelines and Forms webpage](#). The advisor or student will forward it to the DNP Office for the DNP Program Director's Signature. The preceptor agreement is required for all preceptors, including FPB faculty.
- Agency agreements are required for all practicum sites.
 - 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.
- Some practicum sites require additional documentation for onboarding, especially if the practicum includes direct patient care activities.
- The student and the advisor will be notified if additional documents are needed.
- For practicum activities that involve direct patient care.
 - The preceptor will submit a CV, license, and letter of agreement as described above.
 - The student will provide a copy of their license to the DNP program assistant.
- **The preceptor and agency agreement must be in place before the student can start practicum hours.**

Step 6. Enroll in NUND 611

- A total of 2 credits are required. Discuss with the advisor whether to enroll in 1 credit for two semesters or 2 credits for one semester.
- The advisor is the course faculty for NUND 611. This is the case even if the preceptor is a member of the FPB faculty.
- Notify your advisor if you do not find a section of NUND 611 in SIS for the current semester. The advisor will request a section be created.

Step 7: Implement Practicum and Complete Final Report

- The student implements the practicum plan under supervision of the preceptor and guidance of the advisor.
- The practicum is documented on the Practicum Final Report Form, available on the [DNP Guidelines and Forms webpage](#). To support meeting each objective, the student indicates activities completed, the outcome, time frame, and hours done.
- The completed form is submitted to the advisor who approves & signs and submits it to the DNP Program Office.
- More than one Practicum Final Report Form may be used for different practicum activities.
- The total hours on all report forms must equal the total number of practicum hours required (as set on admission) for the individual student.

Required Forms and Documents Checklist

- All practicum documents are first submitted to the adviser who will review, approve, and forward the documents to the DNP Program Assistant at dnpasst@case.edu.
- **These documents must be in DNP Program records in order for the student to be approved for graduation.**
 - **Official Statement of the number of MSN clinical hours and DNP Program Director's statement of number of required DNP practicum hours (Gap Analysis)**
 - **Practicum Plan(s).** More than one Practicum Plan form may be used as indicated.
 - **CV, license (if applicable), and letter of agreement to participate from Preceptor,** submitted prior to the start of Practicum.
 - **If doing direct patient care, a copy of the student's license.**
 - **Practicum Report(s).** More than one Practicum Report may be used.

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