

## DNP Practicum Readiness Form Completion Process Details (Step by Step)

### SECTION I:

Please type your responses to all questions. *Note: scanned or handwritten submissions will not be accepted.*

Student Name:  **1** Student ID (D#):  **2**  
 Email:  **3** Phone:  **4**  
 Address:  **5**

☐ **6** I fully understand I cannot collect any data and/or implement my project at the practicum site until my proposal is approved and I have received all required permission(s) from Chamberlain's Institutional Review Board (IRB) as well as the practicum site's IRB (if applicable)

- 1** Provide your full name
- 2** Provide your D# (make sure it is 8 numbers)
- 3** Provide your email address
- 4** Provide your phone number including the area code
- 5** Provide your physical address
- 6** Review the statement & attest by checking box (ask your instructor if you have questions)

Working Project Title:  **7**  
 Practicum Site/Organization Name:  **8**  
 Practicum Site Contact Person:  **9**  
Name, email address, phone  
 Preceptor Contact Information:  **10**  
Name, credentials, email address, phone  
 Mentor Contact Information:  **11**  
Name, credentials, email address, phone  
 Practicum Site Key Decision Maker(s) Contact Information:  **12**  
Name, credentials, email address, phone  
 Date(s) you spoke to Practicum Site Key Decision Maker(s):  **13**

- 7** 8-10 word title of what project is (key words would be the name of your evidence based intervention & the practice problem)
- 8** Provide your approved practicum site where you will be implementing your project in about 8 months from now \*\*\* If site is: Northwell, Cleveland Clinic, Mt. Sinai, or Baylor notify your faculty ASAP for further information
- 9** Provide the name of the practicum site contact person name, email, & phone number with area code
- 10** Record your preceptor's name, credentials, email address & phone number with area code
- 11** Record your mentor's name, credentials, email address & phone number with area code
- 12** Record your practicum site key decision makers, their credentials, email addressed & phone numbers with area code
- 13** Provide the dates (DD/MM/YYYY) you met with the practicum site decision makers

After you communicated with the practicum site decision maker(s), what issue/problem did they state they want you to work on as part of your DNP practicum?

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Do you have a letter of support for your proposed project? Note: this must be obtained before starting NR-702 and be communicated via the practicum site's letterhead, as well as signed by the decision-maker. Please refer to the Resources section within your course for a sample letter

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☐ Yes ☐ No

Comments

Select if your project is using a translational science model or a theoretical framework and change model. Identify the model used.

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☐ Translation Science Model:

☐ Framework/Change model:

- 14** Enter the information as you discussed with the practicum site key decision makers. Include what are their requested needs for a project & who it was discussed with.
- 15** Check the status of your letter of support. Include status details in the comment section.  
RECORD: "I have received letter of support and has been submitted to instructor" OR "I have requested the letter of support from facility and will submit prior to NR702."  
 This letter of support is required prior to starting NR702. But, we encourage you to get this session & provide to your instructor. This letter must be on the practicum site's letterhead & signed by the key decision maker.
- 16** Please select if you intend on using a translational science model or a theoretical framework and change model.
- If you chose a Translation science model, please indicate which translation science model you will be using. Examples - KTA, RE-AIM, i-PARiHS, ACE star MODEL
  - If you are using framework/change model you MUST define which nursing theory, you will be using as well as the Change model. BOTH must be identified in this area. Examples - Iowa model, Kotter's, Lewin's Change Theory, JHEBM, Roger's Diffusion of Innovation

## SECTION II

Work with your assigned DNP Project Course Faculty to answer all questions under this section in preparation for your upcoming practicum experience.

Provide a problem statement (no less than 5-6 fully structured sentences) to explain the issue/problem you are addressing. Please describe current practice/process leading to the issue. Provide any reports or currently available data to document the need identified by primary decision maker(s) at practicum site.

**NOTE:** in this section, you must include in-text citations with your evidence-based intervention.

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### 17 TEMPLATE to USE:

- The problem is \_\_\_\_\_ (in just 1 sentence, state the problem/issue you are choosing to address with the proposed project)
- The gap involves (or is due to) \_\_\_\_\_ (state what is or is not happening that is causing perpetuating or exacerbating the problem *in your practicum site*). Explain what the problem is. Cite current data to substantiate the existence of the problem & the negative impact of the problem. How is current practice perpetuating the problem in your practicum site?
- The proposed solution is implementation of \_\_\_\_\_ (this is your Evidence based intervention or current published guidelines from an authority organization) & MUST INCLUDE the in-text citation of the EBI you are implementing. \*\*\*

\*Be sure the intervention aligns with your problem.....the evidence-based intervention aims at resolving the stated problem.

Provide a brief description, using in-text citations/references, to support the need for change from both a global and practicum site perspective.

18

What is the purpose of your proposed project? Begin your formal purpose statement by stating:  
*The purpose of the proposed DNP project is to..."*

19

Based on the needs of the practicum site, please provide your one-sentence PICOT question below. Be clear and concise.

*Note: your population cannot be students or faculty; your intervention cannot be educational and your time frame must be 8-12 weeks.*

20

Fully describe the population (keep in mind students and /or faculty are not allowed) of your proposed project.  
 What is your anticipated participant size? What inclusion and exclusion criteria will be used to identify your population?

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**18** Provide a brief description to support the need for change from both a global and practicum site perspective. Explain what the problem is and why it matters. Include in-text citations.

**19 TEMPLATE TO USE:**

The purpose of the proposed DNP Project is to achieve \_\_\_\_\_ (desired outcome) by implementing \_\_\_\_\_ (evidence based intervention).

**20** Example PICO: In \_\_\_\_ (population) how does \_\_\_\_ (intervention) compared with \_\_\_\_ (comparison) affect \_\_\_\_ (outcome) within \_\_\_\_ (time).

Remember:

- Your population can not be STUDENTS or FACULTY
- Your practicum site can not be an educational institution
- Your intervention can not be education only
- Your intervention can not be 'compliance'
- Your intervention MUST be a change in practice.
- The timeframe for the project normally 10 weeks or 14 weeks(if outcome is readmission rates) – get with your instructor to work with you on your specific time frame.
- If intervention is a program, bundle, tool, guidelines, etc. NAME IT as intervention in PICO
- AVOID: prevent, numbers (use rates), avoid ages 18yo or older adults (use adults), avoid HgA1c (use blood glucose), avoid study or research (use DNP project) in PICO & form
- If motivational Learning – need specific system with details
- No yoga or acupuncture due to risks & no keto diet as not EBI
- Absolutely NO REMOTE PROJECTS

**21 TEMPLATE TO USE:**

The population is \_\_\_\_\_. The estimated sample size is \_\_\_\_ participants. (only an estimate) Inclusion criteria for the DNP project are: \_\_\_\_\_. Exclusion criteria for the DNP project are \_\_\_\_\_.

**NOTE:**

- *The estimated population size: consider those who meet the inclusion criteria for site or the average censuses for a time period, etc. This may help you to provide an estimate.*
- The inclusion criteria should not include social determinants (i.e. speaking English, owning a phone, able to transport to the clinic, access to the internet...).
- It is fine to limit to age 18 and older, or Pediatric age limits based on the population. Any other age limits should be supported by the research.
- The population and location of the implementation CAN NOT be STUDENTS, ACADEMIC INSTITUTIONS, PRISONERS or CORRECTIONAL FACILITIES

You are required to have a minimum of 5 contemporary research articles (<5 years old) to support your practice problem and evidence-based practice intervention. A minimum of 2 articles should be related to your practice problem and a minimum of 3 articles related to your evidence-based intervention.  
*Please provide a full listing (APA formatted) of the evidence you have to support the EBP intervention you will implement.*

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## 22 Use APA Format for Research articles & include the following headings:

### **Practice Problem:**

Provide a minimum of 2 current research articles no less than 5 years old related to issue of interest here.

### **Evidence-based Intervention:**

- a. Provide a minimum of 3 current research articles to support evidence-based intervention here.
- b. Place an (\*) in front of the 1 research article you are replicating for your project & this should be referenced/discussed in #17 of form as well
- c. Note: In 702 this 5 will increase to at least an additional 5 more articles so a total of a minimum of 10 will be required – make sure you are comfortable with locating research articles to substantiate your topic

Explain the intervention you will implement to address the issue identified based on the needs of the practicum site. Remember, educational only interventions are not allowed. The intervention should be based on the translational science model you have chosen. You must provide an overview of the intervention so the reader(s) will be able to duplicate the intervention on their own. *(Include or attach any relevant documents, if available such as protocols, procedures, guidelines, etc. that you will implement).*

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## 23 Intervention Section Details

### a) REMINDERS –Before developing implementation process

- You are the project leader & NOT personally implementing the intervention to every single project participant.

- Working with 2 populations
  - Healthcare team members who are implementing the guidelines that you will be training them on
  - Participants or patients who will be the recipients of the change that is outlined in the new guidelines
- Ensure the person doing the activity is included in all sentences and write in complete sentences.
  - Example Incorrect sentences: “Collect the data”.... or... “Obtain informed consent.”
  - Example Correct sentences: “I will collect the fall rate data for the 8 weeks pre-intervention”... or ... “The providers will ask the participants to review and sign the informed consent during the initial project meeting in the clinic.”
- The description of activities must be SPECIFIC to YOUR proposed project.
- Here you will provide an overview of the intervention so the reader can duplicate the intervention on their own.
- This section will be broken down into a weekly timeline of events

### **Content to Include in #23 (Note: 3 sections below broken down into weeks)**

#### **Week 1: Project Implementation Begins**

- a. Include the role of the person conducting the education (You can state "I" or DNP project manager) and the roles of the people (staff/positions) receiving the education. Include the components of the education, the project & practice guidelines, guideline details, and explain the purpose of your project. Explain the process of implementing the guidelines.  
 Ex. to begin this section: “I will educate the nursing staff about the purpose of the project and the \_\_\_\_\_ (\*take the official title of the proposed evidence-based intervention).....  
 \*\*Ensure any meetings are detailed, who & how, & accommodations if unable to attend
- b. Include what specific pre-implementation/baseline data is collected and the time frame. If a data collection tool is used (questionnaire or a survey), include if it is completed on paper or electronically. If electronic, include a statement that you will ensure the IP address and private or personal information will not be tracked electronically.  
 Example To begin this section: “Pre-intervention data will be collected this week by \_\_\_\_\_ (briefly state the method you will use to collect pre-intervention/baseline data)”.....
- c. Discuss recruitment process for participants and if consent will be obtained. If the intervention is a standard of care, state that explicitly and describe the process for the participants to be enrolled as this standard of care.  
 Ex. To begin this section: “ Participants will be selected based on the inclusion criteria and informed consent will be obtained”. .....

#### **Weeks 2-9 (or longer): Intervention Implementation Begins.**

- Begin section with:
  - *MUST begin this section with the following 2 statements:*
    - The intervention will be implemented for a full eight weeks.
    - The DNP project leader will be present in-person at the practicum site 2 to 3 times weekly during the full implementation time to provide audits, observation, and formative evaluations with feedback to nursing staff on implementation of practice guidelines.
  - State the components of the intervention explicitly (what will they do). State the role of the persons implementing each intervention component, how they are implementing, and when, and where. The details must be here with complete sentences. This section can be broken down into specific weeks for clarity if needed.
  - State when the participants interact with the intervention and how, when, and where. This includes weekly meetings if that is part of the plan. Include the general content of the weekly meetings.
  - For the formative evaluation process: State the components of the formative evaluation. BRIEFLY state the data included in the chart audits or the data included in the checklist for the formative evaluation. If

nurses are delivering the intervention with the project manager, the formative evaluation must include determining compliance of the patient participants and determining compliance with the delivery of the intervention by the nurses.

- Examples for this section:
- Audit (for example, chart audits to make sure intervention is being implemented correctly and consistently)
- Compliance will be assessed, and real-time education will be provided as needed. Feedback will be provided in weekly group staff meetings, team huddles, and 1:1 interviews as needed.

### **Week 10 : Project wrap-up (Transition to Sustaining Practice Change and Final Data Collection)**

- State exactly what data is being collected and the time frame (this time frame must match the pre-intervention data collection time frame).
- If a data collection tool is used (questionnaire or a survey), include if it is completed on paper or electronically. If electronic, include a statement that you will ensure the IP address and private or personal information will not be tracked electronically.
- *MUST State:* The process to sustain the practice change will be to transition the project intervention plan, including the intervention implementation, formative evaluation, and summative evaluation plans to the stakeholders.
- The project will be concluded. I will thank the (ex. nurses, provider) for their active participation in the project implementation.
- I will collect post-intervention data; specifically, I will perform (i.e. a retrospective chart review) to collect data related to \_\_\_\_\_ (state the outcome of interest)
- Data will be submitted to a statistician for analysis (if statistician will be used)

*NOTE: If project outcome is readmission rates – Week 10-13 will be Data Collection & Analysis AND Week 14 will be project wrap-up*

Given you only have 8-10 weeks to implement your project, discuss the project's feasibility.

Will you be able to accomplish everything you want to do as far as implementation in 8-10 weeks? What barriers might you have and how will you overcome them?

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### **24. Include the following:**

- State: The DNP project is feasible to implement in 8-12 weeks.
- Barriers: Discuss at least 2 potential barriers and how you would overcome those barriers.
- Specifically, Consider the need to gain buy in from other members of the healthcare team. Might you face resistance? Then, how will you overcome it?
- What about the organization itself?
  - If the organization is already on board, state this & explain why their buy in helps promote feasibility of the project.
  - If the organization is not on board, address that topic as being a potential barrier & briefly explain how you will overcome it.
- Indicate any financial/cost-related barriers, including any expenses you might incur as the project leader, and how you will overcome those issues.
- If appropriate, cite your sources of information using APA formatting.

Fully explain your plans for data collection to measure the impact of your intervention. Include a concise description of the measurable outcome you identified in your PICOT question. Provide the name of the tool/instrument you will use (if applicable) and discuss its validity and reliability with in-text citations from supporting literature. Additionally, fill out the chart below to concisely convey your measurable outcomes and the name(s) of the valid/reliable survey instrument/tool(s) you will use.

25	
Measurable Outcome(s) as identified in the PICOT question	Data collection process pre- and post-intervention
26	

## 25 Date Collection

- Start by including the concise description of the measurable outcome you identified in your PICOT question  
The measurable outcome for the proposed project is \_\_\_\_\_.
- Explicitly state what data is to be collected. State who is collecting the data (OK to use the personal pronoun "I"), how you are collecting the data, when (the week of the project and the time frames), and where the data is collected.
- If using a questionnaire or survey tool include the following:
  - Explain why the selected tool aligns well, with the particular outcome you are proposing to measure.
  - State the validity of the data collection tool and add the correct APA formatted reference here.
  - State who is collecting the data or the scores from the questionnaire and entering that into a spreadsheet, or a file. State that file will be saved on a password-protected computer or wherever the file will be stored.
- If not using a formal tool include the following
  - State that the method of data collection you are using (ex. retrospective chart audit). This is not considered a "formal tool", rather a data collection tool and does not need to be referenced

## 26 Outcomes

- 1<sup>st</sup> State the exact 1 outcome you have identified in your PICOT question
- 2<sup>nd</sup> State "Process Compliance" as second measurable outcome –Going to look at process compliance by the health care team members who are implementing the project along with you under your leadership & expect guidance

Explain your plan for data analysis. Identify the statistical test(s) you will use to bring meaning to the final data you collect at the completion of your project.

27

28

Do you have written permission to use your survey/tool/instrument(s).

☐ Yes

☐ No

Comments

29

Other than Chamberlain IRB, are there any additional approval processes you are required to undergo within the practicum site?

☐ Yes

☐ No

*If answer yes, please describe the practicum IRB requirements below*



**27. Template to Use:** (Based on your understanding of statistical tests propose 1)

The \_\_\_\_ (state the name of the statistical test here) will be used to analyze data for the proposed DNP project. If using a statistician add: A statistician will be consulted for expert guidance and analysis of data.

For information about selecting a statistical test, please see <https://statistics.laerd.com/features-selecting-tests.php>

**28. If using a tool:** select yes or no to indicate whether you have received written permission or how you will go about doing that. Then include one of the following in response area:

YES: I have received written permission from the author to use \_\_\_\_\_ for my DNP practicum project. Copy maintained on file.

NO: I am awaiting response from author for written permission to use \_\_\_\_\_ for my DNP practicum project. OR \_\_\_\_\_ is a tool within the public domain. OR describe how you will obtain.

**If no tool:** select No. In Comment: No survey, tool or instrument is being used for this project.

**29.** Must talk to practicum site leadership to verify their IRB requirements.

- If check NO... State under comments "The leadership states that IRB approval is not needed."
- If check YES.... Include additional requirements and processes at required at practicum site

### NR 730 DNP PROJECT Committee Comments

NR 730 Project course faculty and committee reviewers:: This is an area of communication between you and the NR702 faculty. Please share any thoughts about the project and open items here.

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- ☐ The student has completed NR 730 Project Readiness Form
- ☐ NR-730 Project documents are uploaded into Student Repository within Share Point

Project Course Faculty Signature

Peer Review Signature

**30.** Do not fill this section. Your instructor and the peer reviewer will do.

### Once complete and your instructor & peer-reviewer have signed

- Download & save final copy with both signatures BEFORE end of this session (will not have access to this course after and will not be able to download)**
- You will be required to submit the completed form in NR 702
- This form is your foundation for upcoming courses "Your starting point"
- You will not be able to change any part of your form once signed in NR730 for any of your upcoming courses.

**NO PROJECT IS APPROVED UNTIL THE CHAMBERLAIN IRB IS COMPLETED**