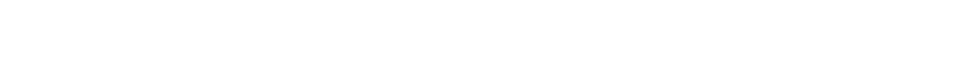
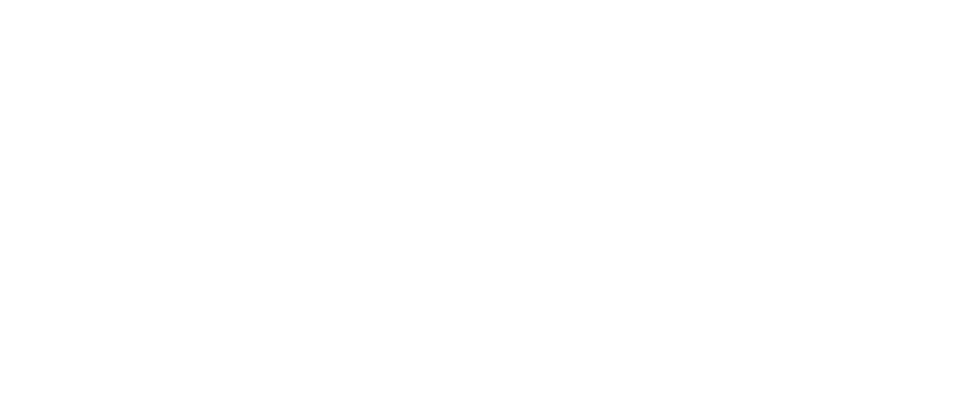
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***School of Nursing***

***MSN, DNP, PhD Programs Policy Manual***

***2018-2019***



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***Non-Discrimination Policy, effective August 1, 2017***

*The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence.*

*Full text of the University Non-Discrimination Policy can be found at: https://cpb-us-w2.wpmucdn.com/sites.udel.edu/dist/f/4341/files/2017/08/2017-08-11-Non-DiscrimPolicyFINALupdated120170829-1hadrs1.pdf*

**School of Nursing – Mission, Vision, and Values**

**Mission**

Advance healthcare through education, scholarship, practice, and service by promoting excellence, creativity, inclusivity, and engagement

**Vision**

Outstanding leadership in nursing education, scholarly inquiry, and healthcare innovation to improve regional, national, and global health and healthcare delivery.

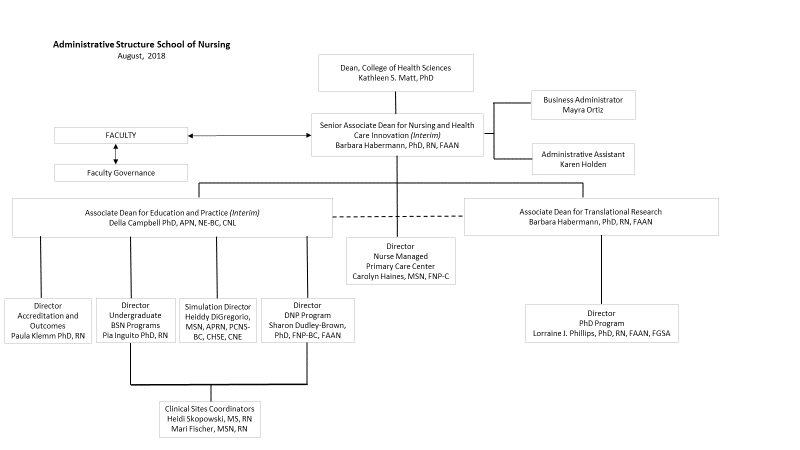
**Values**

**Excellence**: Guided by our commitment to **excellence**, we exhibit **integrity** and **caring** and strive for outcomes that make a positive **impact** on the health of individuals, families, and communities.

**Inclusivity**: Guided by our commitment to **social justice** and **respect**, we strive to engage in research, learner-centered education, and nursing practice that supports **diversity**.

**Engagement**: Guided by our commitment to **engagement** and **collaboration**, our work is interdisciplinary and supports local communities, and regional, national and global partners.

**School of Nursing Organizational Chart**



|  |
| --- |
| **Master of Science in Nursing Program** |

The **Post Master’s Certificate in Family Psychiatric Mental Health** and **Health Systems Leadership** are currently accepting applications.

The School of Nursing has suspended admissions to two master’s degree programs: Clinical Nurse Specialist (CNS) Nursing of Children, CNS Adult/Gerontology and their corresponding post-master’s certificate programs. The MSN Family Nurse Practitioner and Adult Gerontology Nurse practitioner programs no longer accept applicants.

The School of Nursing is fully committed to students currently attending graduate programs and will ensure that they are able to complete their program

**Master of Science in Nursing Program Outcomes Nursing Program Outcomes**

Students who complete the Master of Science in nursing program will have developed the ability to practice as nurse practitioners, or nurse administrators in a variety of healthcare settings. They will demonstrate the following behaviors.

1. Evaluate theories and concepts drawn from nursing, the arts and humanities, and the biological, social, and physical sciences as the basis for practice as nurse practitioners.
2. Analyze the influence of value systems and ethnicity on healthcare practices, healthcare systems, and the roles of nurse practitioners.
3. Demonstrate competence as a nurse practitioner, or nurse administrator.
4. Collaborate in interdisciplinary efforts to provide health care and improve healthcare delivery systems to local, state, and/or national levels.
5. Assume leadership in interpreting and promoting professional nursing to other members of the profession, other disciplines, consumers, and legislators.
6. Provide leadership in defining, developing, and implementing current and emerging nursing roles.
7. Develop proposals for studies or projects that can contribute to the expansion of nursing knowledge and practice.
8. Demonstrate ethical decision making and professional accountability as a clinical nurse specialist, nurse practitioner, or nurse administrator.
9. Advocate for health legislation at local, regional, and/or national levels.

**Master of Science in Nursing (MSN) Program Overview**

**MSN Nurse Practitioner Program (Closed to new admissions)**

**MSN Post-Masters Certificate-Family Psychiatric Mental Health NP (Currently Accepting applications)**

The Post-masters’ PMHNP was developed using the National Organization of Nurse Practitioner Faculties (*NONPF) NP Core Competencies Curriculum Content* (NONPF, 2014), which includes the competencies for the Psychiatric-Mental Health Nurse Practitioner, and the *Clinical Prevention and Population Health Curriculum Framework* (Association for Prevention Teaching and Research [APTR] 2015). Students complete the necessary coursework and clinical hours to sit for national certification. Students prepare for the American Nurses Credentialing Center’s PMHNP certification exam with more than 500 clinical training hours in three psychotherapeutic treatment modalities addressing individuals, families, and groups. Students admitted as a Post-Masters student already have an MSN. Individual plans of study are determined by the student’s advisor, after a gap analysis has been completed. Student transcripts and previous syllabi may be evaluated to meet required course work for national certification. At the completion of the program, a Post-Masters certificate is awarded.

|  |  |  |
| --- | --- | --- |
| **Post Master’s PMHNP Required Courses** |  |  |
|  | **Credits** | **Clinical Hours** |
| NURS 668: Advanced Clinical Neuroscience | 3 |  |
| NURS 669: Advanced Psychopharmacology | 3 |  |
| NURS 671: Psychiatric/Mental Health NP I | 3 |  |
| NURS 672: Psychiatric/Mental Health NP Practicum I | 3 | 168 |
| NURS 673: Psychiatric/Mental Health NP II | 3 |  |
| NURS 674: Psychiatric/Mental Health NP Practicum | 3 | 168 |
| NURS 675: Psychiatric/Mental Health NP | 3 |  |
| NURS 676: Psychiatric/Mental Health NP Practicum | 3 | 168 |
| \*\* NURS 921 Clinical Role Immersion | 3-5 | 56-168 |
| **TOTAL CREDITS FOR PROGRAM** | **24** | **504** |

**MSN Health Systems Leadership (Currently accepting applications)**

The Master’s in Nursing (MSN) Leadership program is designed for baccalaureate prepared registered nurses (BSN-RN) who desire an advanced nursing degree that prepares the graduate to lead in a variety of healthcare systems. The program is offered in conjunction with the [Lerner School of Business](https://lerner.udel.edu/), allowing students to take interdisciplinary courses offered by both Nursing and Business to meet the end of program student learning outcomes.’

The purpose of this program is to prepare nurses to lead health system changes across a continuum of tertiary, primary, and community-based settings. Graduates will develop personal and organization leadership skills and competencies to enable them to transform healthcare environments to achieve optimal health outcomes in an agile and fiscally responsible manner. Students will have the opportunity to apply theoretical concepts to real world issues in healthcare environments and develop an evidence-based process improvement plan through two 224-hour practicum courses at the completion of their program. Required courses are listed in the table below.

|  |  |  |
| --- | --- | --- |
| **HSL Required Courses** |  |  |
|  | **Credits** | **Clinical Hours** |
| NURS 813 Leadership and Innovation in Population Health (online) | 3 |  |
| NURS 844 Population Healthcare Informatics (online) | 3 |  |
| NURS 843 Policy and Finance for Healthcare Delivery (online) | 3 |  |
| NURS 628 Evidence-based Practice and Theory (Hybrid) | 3 |  |
| NURS 881 Population Health I (Hybrid) | 3 |  |
| NURS 870 Writing for Dissemination (Hybrid) | 2 |  |
| NURS 818 Advanced Nursing Science (Hybrid) | 1 |  |
| ACCT 800 Financial Reporting and Analysis (online or on-campus) | 3 |  |
| BUAD 820 Fundamentals of Analytics (online or on-campus) | 3 |  |
| BUAD 870 Managing People, Teams, and Organization (online or on-campus) | 3 |  |
| NURS 680Health Systems Nursing Leadership I Practicum (224 hours) (Hybrid)\*\* | 6 | 224 |
| NURS 681 Health Systems Nursing Leadership II Practicum (224 hours) (Hybrid)\*\* | 6 | 224 |
| **TOTAL CREDITS FOR PROGRAM** | **39** |  |

**Full-Time and Part-Time Status**

Students enrolled in at least nine (9) graduate (500 level or above) credit hours or in sustaining credit are considered full-time students. Those enrolled for fewer than nine (9) graduate credit hours are considered part-time students, although students holding assistantships are considered full-time with six (6) credits. Generally, a maximum load is 12 graduate credit hours. Additional credit hours may be taken with the approval of the student’s adviser and the Office of Graduate and Professional Studies. A maximum course load in either summer or winter session is seven (7) credit hours.

**Financial Support**

Financial support in the form of traineeships, grants, or teaching assistantships is usually limited to full- time nursing students. Limited additional specialty-related funds are available through the Office of the Sr. Associate Dean for Nursing and Healthcare Innovation in the School of Nursing. Requirements are subject to change.

**Graduate Program Options**

**MSN**

* Post-Master’s Psych Mental Health Nurse Practitioner Certificate – 46 credits
* Health Systems Leadership (HSL) – 39 credits

**DNP – Doctor of Nursing Practice** – Variable credits: See DNP Section

**PhD – Doctor of Philosophy** (PhD) in Nursing Science – 41 credit hours + dissertation (9 credit hours) (See below in PhD in Nursing Science section

**Course Requirements for**

**Course Waiver Policy (Current students)**

Credits are waived when they are part of an awarded degree but are not duplicated in the MSN, MS, DNP or a post master’s certificate program. Courses do not have to be substituted for waived credits. For a course to be waived, it must have been taken within the past 5 years and have a grade of B- or better. Students can transfer up to 9 credits with approval into the graduate program.

**Transfer of Credit Procedure**

University of Delaware Continuing Education Credits

* Students who complete graduate credits with the classification of CEND (Continuing Education Non-Degree) at the University of Delaware may use a maximum of 9 graduate credits earned with this classification toward their graduate degree. The CEND credits, grades, and quality points become a part of the student’s academic record and grade point average. CEND credit can be transferred provided that (a) the course was at the 500-800 level, (b) the course was taken within the past 5 years, (c) a grade no less than a B- was received, and (d) the course was in accord with the specific degree program as specified by the Graduate Program Policy Statement of the School of Nursing. Transfer of these credits is initiated by the School of Nursing after the student matriculates.

Another Institution

* Graduate credit earned at another institution is evaluated at the written request of the student. Such a request should include a course description and syllabus and be given to the student’s advisor. At the advisor’s discretion, course materials may be referred to the Associate Dean for Education and Practice for a decision. A maximum of 9 credits required for the degree will be accepted provided that such credits (a) were earned with a grade of no less than B-, (b) are approved by the student’s advisor or the Associate Dean for Education and Practice, (c) are in accord with the specific degree program of the student as specified by the School of Nursing’s Graduate Program Policy Statement, (d) are usually not older than five years and (e) were completed at an accredited college or university. **Advanced pharmacology is not required for practicing clinicians**. The student is responsible for having an official transcript sent to the graduate program secretary in the School of Nursing. The School initiates the transfer of credits. The credits, but not the grades or quality points, are transferable to University of Delaware graduate records. Graduate courses counted toward a degree received elsewhere may not be used. Credits from institutions outside of the United States are generally not transferable to the University of Delaware. A student requesting to take a course for transfer of credit from another institution follows the same procedure.

**Advisement and Course Registration**

**Advisement**

Each student receives personalized advisement by a faculty member knowledgeable about graduate education at the University of Delaware. An academic advisor is assigned at the time of admission. The student may change his/her academic advisor and is responsible for notifying the Administrative Assistant of the Graduate Program of the change. One of the key responsibilities of the academic advisor is to develop a program of study for the student.

**Plan of Study**

All students need to make sure the department graduate office has an up-to-date academic plan of study on file. A plan may be developed at the time of the student’s initial interview and should be updated at the time of admission, annually or anytime a change is made with the student’s assigned academic advisor. Some courses have co- or prerequisites that must be considered in the plan sequence. It is the student’s responsibility to notify his/her academic advisor of any proposed changes to his/her program of study before they are implemented. The plan of study helps the School of Nursing faculty plan when courses are offered and helps students anticipate their needs in arranging work schedules, and family needs.

**Course Registration**

Students can register on the online using UDSIS, the University’s online interactive student information system. Students are required to register during the pre-registration period for required core and clinical facilities to assure placement. If faculty permission is needed to register for a course, contact the Administrative Assistant /Academic Coordinator of Graduate and Undergraduate Programs, by phone (302) 831-8386, e-mail: [marianl@udel.edu,](mailto:marianl@udel.edu,%20) or in person. After permission is granted, students wanting to register for online courses complete the registration through the UD Online Office of Continuing Education. This website (see web sites of interest) has useful information about registration forms and other necessary information. Students are required to register during pre-registration for required core and clinical practicum courses to assure placement.

**Progression in the Program – MSN Students**

Successful progress toward candidacy for the Master’s degree and Post-Master’ Certificate is determined by the student’s performance in the courses for which he/she is registered. Graduate students in nursing are subject to the standards for academic status set forth in the University of Delaware Graduate Catalog. To be eligible for an advanced degree, a student’s cumulative grade point average must be at least 3.0.

If a student:

1) receives a grade below a B- in a graduate nursing course, it will not be counted toward the course requirements for a degree but is calculated in the student’s cumulative grade point average. A graduate student who receives a grade less than a B- in a required nursing course must repeat the course (both didactic and clinical components). Only two courses may be repeated, and each course may be repeated only one time. Students who have received less than a B- in two courses demonstrate failure in academic progression and it will be recommended to the Office of Graduate Studies that the student be dismissed from the program. Students may not progress if they earned less than a B- in the prerequisite course/s. If a student fails to obtain a B-or better after repeating course, it will be recommended to the Office of Graduate Studies that the student be dismissed from the program.

2) receives a C- or below in a nursing course with a Direct hour’s practicum, he/she will not be permitted to repeat the course, and it will be recommended to the Office of Graduate Studies that the student be dismissed from the program.

Revised 5/19/2015, approved by faculty 5/19/2015.

**Monitoring of Progress**

* Each student is evaluated according to the requirements established by the course instructor or instructors. Didactic courses generally include a combination of the following evaluation measures: written examinations, class presentations, papers, and self and/or group evaluations. A
* practicum within a course may be evaluated by clinical observations, supervision, logs, clinical papers, clinical projects, performance testing, self-evaluation, and preceptor/faculty evaluation.
* Each student’s record is reviewed each semester by the student’s advisor. If academic difficulties arise, the faculty advisor will refer this to the Associate Dean for Education and Practice.

**Change of Program Concentration**

Students in good standing may request a change in concentration/option by discussing their interest to change with (a) their academic advisor; (b) the faculty coordinating their current concentration/option; (c) the faculty coordinating the concentration/option they wish to enter; and (d) completing the appropriate form available online. The decision to grant a request for a change in program concentration is made based on a space available basis by the faculty coordinating the program. Once permission is granted, the appropriate form must be signed and put into the student’s record.

**Maintaining Student Status**

**Maintaining Student Status**

**Continuous Registration**

Failure to comply with the requirement of maintaining continuous registration in courses, in sustaining status, or with approved leave of absence will be taken as evidence that the student has terminated his/her graduate program, and the admitted status to the graduate program will be terminated. The date of termination will be recorded on the student’s transcript.

**Leave of Absence**

Students who do not register for courses at the University in Fall or Spring semester must request a leave of absence for that semester. Matriculated students who seek a leave of absence from the program must write a letter to their advisor requesting a leave of absence. The school will forward the request to the Office of Graduate Studies. The length of time needed for the leave should be indicated. Upon approval by the Office of Graduate Studies, the student’s academic transcript will note the approved leave in the appropriate semesters. The period of absence will not affect the limitation of time for completion of the degree requirements as stated in the student’s official letter of admission.

**Resignation from the University**

A graduate student wishing to resign from the University (i.e., terminate his/her association with the University and a specific degree program) may do so by submitting a letter to the Office of Graduate Studies and the Sr. Associate Dean for Nursing and Healthcare Innovation, indicating the reasons for the resignation. The Office of Graduate Studies will cancel the student’s matriculation and indicate the effective date of the resignation on the student’s transcript.

**Student Resources & Information**

**Student I.D. Cards**

All students must carry a valid UD#1 CARD (identification card). New and replacement cards can be obtained at the Student Services Building on Lovett Avenue, weekdays from 8:30-5:00, phone (302) 831-

2759. Lost/stolen cards should be reported immediately, 24 hours a day, by dialing (302) UD#1 CARD (831-2273). For more information, visit <http://www.udel.edu/registrar/students/idcard.html>

**Parking Permits**

Commuting graduate students may purchase a parking permit, to access an online application for a parking permit, go to [http://www.udel.edu/transportation/parking/online-services\_epark.html.](http://www.udel.edu/transportation/parking/online-services_epark.html) For fees, go to <http://www.udel.edu/transportation/parking/permit-prices.html>Office of Campus Public Safety is located at 413 Academy Street, phone (302) 831-7285, e-mail [parking@udel.edu.](mailto:parking@udel.edu) Students may also park and

pay an hourly rate in one of the University parking garages.

**Grade Reporting**

At the end of each term, grade reports are available through UDSIS personal access website. [www.udel.edu/udsis](http://www.udel.edu/udsis)

**Computing Technical Support**

The UD provides technical support to students and has extended hours for a period before and after semesters call (302-831-6000) or <http://www.udel.edu/help/>

**Accessing the Library**

University of Delaware users who access the Internet by first connecting to an Internet Service Provider (ISP) other than the University can gain access to materials which are restricted, by license, to University students and staff. If you use an ISP to reach the University's network, you will need to provide your UD user ID and password to access restricted UD Library databases, the UDeploy software site, and some other resources on our campus network. Website: <http://www.lib.udel.edu/>

**Course Delivery Formats**

Most courses in the Master’s and Doctor of Nursing Practice programs are offered in a web-classroom delivery format. Web-classroom UD Online distance learning courses have online course materials (instructor information, syllabus, handouts, assignments) that must be accessed through Canvas. Websites<http://www1.udel.edu/canvas/>

**Ordering Books and Supplies**

Textbooks and popular reference books are available at the University Bookstore. Visit the University bookstore’s website to purchase textbooks online or check store hours at http://udel.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=37554&catalogId=10001&langId=-1

The University Bookstore accepts all major credit cards, personal checks, financial aid, debit cards, and cash.

**Graduate Studies**

Office of Graduate and Professional Education (Graduate Studies) – www. <http://grad.udel.edu/>

the central location for graduate admissions and enrollment information

**UDSIS**

The Student Information System (UDSIS) [www.udel.edu/udsis](http://www.udel.edu/udsis) With your student identification number and PIN, you can use UD SIS to access grades, bills, unofficial transcripts, and to change addresses.

**Student Health Services**

Student Health Services (SHS) is in Laurel Hall, a free-standing ambulatory care center on the main campus south green area at the intersection of South College Avenue and East Park Place. This well-equipped facility provides medical and mental health treatment and office consultation space for a variety of outpatient services, as well as an inpatient unit. http://www.udel.edu/studenthealth/

**Writing Center**

The Writing Center is available to assist students with the technical aspects of preparing formal expository and scientific papers. Staff members at the center are most willing to assist students who have writing problems to improve their scholarly communications. The Writing Center is in 016 Memorial Hall. The phone number is 831-1168 or https://www.writingcenter.udel.edu/

**Communication**

**E-mail**

All students are assigned a UD e-mail address. Faculty and staff will communicate using the UD e-mail address only (not personal e-mail address). The University has set up a method to easily arrange to forward your university e-mail to your personal e-mail (AOL, Hotmail, Comcast, etc.).

To forward your UD e-mail to your personal e-mail, go to [http://www.udel.edu/help.](http://www.udel.edu/help) You only need to complete this process one time. If you have any questions, contact the University HELP Center at 831-

6000.

**Communication with Faculty**

Faculty members have voice mail and e-mail. Faculty contact information can be accessed from the University of Delaware home page under the directories search link and from the School of Nursing home page. Students may leave telephone or email messages for a faculty member. Calls or messages will be returned as soon as possible, but students should not expect responses on weekends and evening unless arrangements have been made with faculty member. If students wish to speak to someone immediately, they can call 831-1253 between the hours of 8:00 A.M. and 4:30 P.M.

**Communication with Students**

Students must make sure that their current correct name, home address, e-mail address, and home and work telephone number(s) are on file in the graduate office of the School of Nursing so that they can be reached as needed. Students must also update the University Student Information System records through UDSIS. [www.udel.edu/udsis](http://www.udel.edu/udsis)

**Academic Honesty**

Academic honesty and integrity lie at the heart of the educational enterprise. Students are expected to do their own work and neither to give nor to receive assistance during quizzes, examinations, or other class exercises. One form of academic dishonesty is plagiarism. Faculty may utilize programs such as Turnitin© to evaluate the originality of papers. Students are urged to consult individual faculty members for explanation of procedures for taking tests, writing papers, and completing other course requirements so that students may fully understand their instructor's expectations. Because faculty and students take academic honesty seriously, penalties for violations may be severe, depending upon the offense as viewed by the Graduate Student Judicial System. The minimum sanction for cases of proven academic dishonesty is an automatic failure for the course and/or expulsion from graduate studies at the University. Access the Official Student Handbook at <http://www.udel.edu/stuguide/18-19/code.html>

**Graduation Information**

The University of Delaware holds one Commencement ceremony (May) but confers degrees four times a year (end of fall and spring semesters, and winter and summer sessions). The School of Nursing holds a Convocation ceremony in May.

**Application for Graduation**

To initiate the process for degree conferral, candidates must submit an “Application for Advanced Degree” obtained from the graduate program Administrative Assistant in the School of Nursing. Application deadlines are found in the University Academic Year Calendar. The application must be signed by the candidate’s academic advisor, and Sr. Associate Dean for Nursing and Healthcare Innovation. There is an application fee for degree candidates (PhD students, please refer to Addendum) Students should complete the form, attach a check made out to the University of Delaware, then turn the form into the Administrative Assistant who will get signatures and send to the Office of Graduate Studies. Students can apply to complete their degree requirements for May, August, December, and February. If a student applies for graduation but does not complete the program requirements, the application will automatically convert to the next completion date.

**Application for Graduation with a Post Master’s Certificate**

Post Master’s students fill out an Application for Completion of Post Master’s Certificate form that can be obtained from the graduate program Administrative Assistant in the School of Nursing. There is no application fee.

**Mandatory Requirements**

**Overview**

All nursing graduate students are required to be in 100% compliance with the clinical requirements outlined below, **before** taking graduate nursing courses. Graduate students will not be granted CANVAS access to their graduate nursing courses until proof of compliance is received by the Clinical Coordinator in the School of Nursing.

The School of Nursing has partnered with Castle Branch to provide the management of the student documentation needed for our Clinical Mandatory Requirement policy. Students will need to order the Castle Branch Compliance Tracker, Criminal Background Check, and Drug Screening via Castle Branch as instructed by the Clinical Coordinator in the School of Nursing.

Graduate students are responsible to update their expiring clinical requirements throughout the program as needed. If a student goes to a clinical site and is found to be out of compliance with any of the below requirements he/she will be required to leave the clinical site and report to the program coordinator. Students risk expulsion from the graduate program if any clinical requirements are not met during a semester. Clinical requirements are subject to change at any time based on agency/hospital requirements.

**Clinical Requirements Overview**

* Photocopy of current Delaware nursing license, license from compact State, or State in which clinical will be arranged.
* Proof of immunization status for:
* Hepatitis B
* Rubella
* Mumps
* Measles (Rubeola) - if born after 1956
* German measles (Rubella) - if born after 1956
* Tetanus (good for ten years)
* Evidence of current TB status (PPD) or recent chest X-Ray if history of + TB testing
* Evidence of Varicella status
* Pertussis (can accept as Tdap)
* Photocopy of current Healthcare Provider/BLS CPR certification
* Proof of annual Bloodborne Pathogen Training
* Proof of annual General Safety/Right to Know training
* Urine Drug Test
* Criminal Background Check
* Blood Borne Pathogen Post-Exposure Evaluation and Medical Management Student Waiver
* Additional requirements for the clinical education may be required by the healthcare agency to which a student is assigned.

**Hepatitis B Vaccination**

The Hepatitis B vaccination series is strongly recommended for nursing students because of the potential for exposure to the virus in clinical settings. The vaccination consists of three injections over a six-month period. The first two are administered one month apart; the third injection is administered five months later. All three injections are required to establish immunity.

The vaccination series may be obtained privately or through Student Health Services. If the latter is used, the student will pay for each injection at the time of service. For part-time students who have not paid the Student Health Service Fee, there will be an additional charge for each of the three injections. Students should call Student Health for an appointment. The series should be started in the spring of your first year, to have it completed by the fall semester.

**Rubella Documentation**

Documentation of receiving 2 does of the Rubella vaccine or + titer is required, usually the MMR vaccine.

**Mumps Documentation**

Documentation of receiving 2 does of the Rubella vaccine of + titer is required, usually the MMR vaccine.

**Measles (Rubeola)**

Documentation of receiving 2 does of the Rubella vaccine or + titer is required, usually the MMR vaccine.

**Annual TB Testing**

A negative TB test is **required annually**. If a student has a positive TB test, a copy of results of a recent chest x-ray and additional TB documentation may be required (e.g.  Quantiferon blood test as required by Student Health). Students with a history of a positive TB test will also be required to complete a TB symptom review annually. The Annual TB Symptom Review form can be obtained from the Clinical Coordinator at the School of Nursing.

**Chickenpox (Varicella)**

Verification of immunity to chicken pox by documentation of one of the following:

• Verification of date of 2 Varicella vaccines

• Verification of history of chickenpox or shingles

• Laboratory evidence of immunity or confirmation of disease

**Tetanus**

Documentation of receiving a tetanus booster in the past 10 years is required. The tetanus booster can be the tetanus and diphtheria (Td) booster or the tetanus, diphtheria, and pertussis (Tdap) booster.

**Pertussis**

Documentation of receiving a tetanus, diphtheria, and pertussis (Tdap) booster at least once.

**Annual Flu Shot**

An annual flu shot maybe required by some clinical agencies.

**CPR Requirement**

CPR is a requirement of clinical agencies. There are no exceptions. All students must present a valid Cardiopulmonary Resuscitation (CPR) card to the Clinical Coordinator. Completion of the American Heart Association (AHA) Healthcare Provider or BLS CPR course or the American Red Cross Basic Life Support Course in CPR is the required training.

**Safety Orientation/Right to Know and Bloodborne Pathogen Training**

Students must complete the University’s on-line Bloodborne Pathogen training and Safety Orientation/Right to Know training ([https://delaware.bioraft.com/)](https://delaware.bioraft.com/)%20) annually.

**Criminal Background Checks and Drug Screening Policy**

A single criminal background check must be done before taking graduate nursing courses. This requirement will suffice for the entire nursing program unless clinical agencies alter their requirements. A single urine ten- panel drug screening must be done before taking graduate nursing courses. This requirement will suffice for the entire nursing program unless clinical agencies alter their requirements. The School of Nursing will share the results of student criminal background checks and drug screenings with clinical partners as needed for clinical placements.

The University of Delaware’s School of Nursing contracts with multiple clinical agencies for clinical education experiences which are an essential component of the nursing curriculum and required to meet the requirements for graduation. An increased number of clinical agencies are requiring all students, participating in activities involving direct client care, to complete criminal background checks and drug screenings. This requirement is a direct reflection of the Joint Commission on Accreditation of Healthcare Organization Comprehensive Accreditation Manual for Hospitals (2004) that requires all students and instructors have criminal background checks and drug screening to participate in clinically-related activities within an accredited hospital agency.

To meet the contractual obligations and provide high-quality and essential clinical learning experiences, all nursing students in all nursing degree programs are required to complete criminal background checks and drug screenings. The following guidelines apply:

In the event of a positive drug screening, the student will be asked to provide a second drug screening. The student will not be allowed to begin or continue clinical activities involving direct client care until documentation of a second negative drug screening is provided. If the second screening is positive, the student will be dismissed from the nursing program and be referred to the University of Delaware’s substance abuse professional at Wellspring.

If a student’s criminal background check discloses a criminal conviction, such conviction may be the basis of withdrawal from the program. Positive background checks will be reviewed by the student’s adviser which may include a recommendation of dismissal. Refusal to complete a criminal background check or drug screening will result in dismissal from the nursing program.

Any student dismissed from the nursing program because of this policy may appeal the decision to the Curriculum Committee. The issue on appeal shall be limited solely to whether a screening or background check contains erroneous information, and the appellant must offer direct evidence to rebut the findings.

Revised and approved by GEC 05/19/2015

**Blood Borne Pathogen Post-Exposure Evaluation and Medical Management Student**

**Waiver**

This waiver ensures that students who as part of their academic program, are at risk for exposure to human blood, or other potentially infectious materials, understand and acknowledge that the student assumes the inherent risk of injury and illness when he/she decides to enroll in said academic program. The student is responsible for all costs associated with post-exposure medical management and treatment and the University of Delaware is in no way responsible for these expenses.

Updated 7/25/18 hs; prk jtd

**Safety**

**Department of Environmental Health and Safety**

The policy of the University of Delaware is to provide the University community with a safe and healthful work environment. Serious attempts will be made to minimize recognizable hazards. The intent of the University is to comply with all occupational health, safety, and fire regulations and recommended practices. The DEHS has resources available at [http://www1.udel.edu/ehs/.](http://www.udel.edu/OHS) University of Delaware safety policies can be viewed online at <http://www1.udel.edu/ehs/policy/tableprots.html>.

**McDowell Hall Emergency Evacuation Policy and Procedure**

**Purpose:**

This protocol establishes the policy and procedures for evacuating the School of Nursing in the event of a drill or real emergency. The purpose of a fire/evacuation drill is to practice exiting the building “in a simulated emergency” so that when an emergency does arise, panic minimized, and an orderly evacuation will be accomplished.

**Authority:**

Any person within the School of Nursing who has knowledge of an imminent threat to the safety and well- being of the employees, students, and visitors (such as, but not limited to, visual smoke, burning odor, fire, an armed intruder, abnormal heating of materials, hazardous gas leaks, hazardous material, or flammable liquid spill) has the authority to activate the fire alarm system by pulling one of the fire alarm handles.

Any person within the School of Nursing who has knowledge of a potential threat to the safety and well- being of the employees, students, and visitors (such as, but not limited to, verbal or written threats, bomb threat, or irate person) should immediately contact Public Safety by University phone (dial 911 or 2222) or by a University Emergency Phone identified by a blue light. Indicate the nature of the threat (i.e., what was said, who said it), all information at hand about the threat, including background information. Public Safety

will decide as to whether an evacuation is warranted.

**Policy**

All School of Nursing personnel are required to comply with an evacuation order, whether disseminated by fire alarm or through verbal communication. Failure to comply with an evacuation order will result in disciplinary action.

**Procedures:**

Everyone must exit the building immediately when the alarm sounds or when instructed to do so by emergency personnel or designee. Everyone must gather at the **School of Nursing meeting point** – at 200 ft. from the building to allow the safe arrival of emergency response vehicles. Keep entrances, sidewalks, and driveways clear.

School of Nursing MEETING POINT – All School of Nursing personnel are to meet on the grassy area to the south side of McDowell Hall and immediately in front of Willard Hall Education Building. In the case of inclement weather or long-term evacuation, the alternate meeting place will be the main lobby of Willard Hall Education Building. If possible, and you can do so without placing yourself at risk: Gather your keys, purse, briefcase, laptop, and coat as you leave the area.

NOTE: When true emergencies occur, evacuation may be required for several minutes to several hours before the incident is resolved and the building is safe to reoccupy. Practice gathering your keys, purse, briefcase, laptop, and coat so you will be prepared when an emergency occurs. Shut any open windows and close each door that you go through. Shut down all equipment and computers in the area, if possible.

In case of an emergency, a person with a disability shall do the following: Proceed immediately to the designated “Areas of Refuge” within McDowell Hall: Top of stairwell A – stairwell between elevators at front of building. The top of stairwell B which is the stairwell closest to the Willard Hall Education Building. If an “Area of Refuge” is not available, proceed immediately to the nearest marked exit and wait inside the stair tower landing. Alert a responsible person of your intentions to wait at the “Area of Refuge” for assistance. Wait for trained emergency responders to rescue you.

If a small contained fire is discovered, the following may be done using good judgment: Evacuate the immediate area of the fire using verbal instructions. Ask for assistance from a person in the immediate area. Extinguish the fire with a portable fire extinguisher. Contact Public Safety at 911 or 2222 and wait for their response. Contact Environmental Health and Safety at 8475 immediately even if no appreciable damage results. This will assure that the City Fire Marshal is notified as required by law, that

extinguishers are recharged, insurance reports filed, and hazardous conditions corrected to reduce the chance of recurrence. Do not allow re-occupancy of the immediate fire area until cleared by Public Safety and/or Environmental Health and Safety.

In the event of a true emergency, administrators, and persons with information about the cause of the evacuation and special needs of the evacuees shall dial 911 or 2222 and report the emergency and wait for emergency responders.

Supervisors will be expected to account for all their subordinates and notify the emergency responders if someone is missing. Supervisors will be expected to alert Public Safety and/or Emergency Responders outside the building that a disabled employee is waiting at the “Area of Refuge” for rescue. DO NOT LEAVE the SON MEETING POINT until instructed to do so by Public Safety or Designated Officer.

**Accidents, Illness & Hazardous Materials**

**Accident & Illness Reporting and Investigation Responsibilities**

Accident reporting/investigation is the responsibility of departmental supervisors and departmental safety committees. Incidents must be reported to the supervisor (instructor) as soon as possible. The DEHS coordinates all accident investigations and receives copies of all employee, student, and visitor investigation report forms. All accidents or illness must be reported. Student and visitor accident reports and investigation report forms must be submitted to the Department of Environmental Health and Safety. Accident/Illness reporting forms for the School of Nursing are in the Nursing Department office (391 McDowell Hall).

**University Ambulance Procedure**

Call 911 for ambulance service. The University of Delaware Emergency Care Unit (UDECU) was founded by students in 1976 to provide quality emergency ambulance service to the University of Delaware campus and community. Today, UDECU is a state certified ambulance run entirely by student volunteers. Crews consist of Nationally Registered Emergency Medical Technicians, Certified State of Delaware Ambulance Attendants, and Emergency Vehicle Operators. The ambulance is available twenty- four hours a day, seven days a week to handle any emergency. The ambulance is a basic life support unit in which the latest non-paramedical equipment and techniques to treat and rapidly transport patients are used.

**Hazardous Materials**

University personnel from DEHS conduct hazard reviews of all tasks performed on the job and to specify the personal protective equipment (PPE) required for these tasks. Supervisors are required to assure personnel and students follow the procedures outlined in the job hazard analysis and use the required PPE. Students are required to purchase an approved eye protection and an y needed protective equipment These items are to be brought to each laboratory or clinical session as required by the instructor.

The University’s Department of Environmental Health and Safety has developed a Chemical Waste Management Program to assure that proper handling and disposal procedures are used to protect the health and safety of the University community and to follow federal and state regulations governing hazardous and solid waste management. Students will be instructed on the proper disposal of laboratory waste. All biohazardous materials should be placed into a double-lined autoclave container. Uncontaminated glass should be placed into labeled cardboard containers. All waste debris collected during hazardous materials emergency spill clean-up must be packaged, labeled, and disposed of as chemical waste.

**Injury Procedure & Mandatory Reporting**

If an injury occurs, first determine if emergency medical help is required. Examples of when emergency medical help would be required are: excessive bleeding, loss of consciousness, and broken bones. If emergency medical help is required, call 911 for police or ambulance on the campus. For a non-life-threatening emergency, administer first aid.

If an injury occurs at a clinical location, follow their procedures for reporting the exposure at the facility if indicated. Contact the supervising faculty member as soon as possible to report the injury. The supervising faculty member is responsible for submitting all the required completed forms which include:

1.) First Report of Injury Form; 2.) Injury/Illness/Loss Investigation Report. All forms are to be submitted via FAX or hand-delivery within 24 hours of the personal injury to the following: UD Department of Environmental Health & Safety: 302-831-1528; UD School of Nursing, Sr. Associate Dean for Nursing, and Healthcare Innovation office: 302-831-4250; and UD Student Health Services: 302-831-6407.

**Blood-Borne Pathogen Exposure & Mandatory Reporting**

1. Blood Borne Pathogen Exposures - Steps for Treatment
   1. Administer first aid, immediately after exposure. Allow a penetrating injury to bleed. Wash the injury site thoroughly with soap and water or rinse the exposed mucous membrane thoroughly with water. If anyone assists with first aid they should wear gloves and eye protection.
   2. After first aid has been administered, the individual must report to incident to their supervisor.
   3. The supervisor will complete the Exposure Report Form (Appendix A), First Report of Injury Form (Appendix B) and Injury/Illness Loss Investigation Report (Appendix C).
   4. If injury occurs Monday-Friday between 8am-4pm the supervisor will call the University of Delaware Nurse Managed Primary Care Center (“UD NMPCC”) at 302-831-3195 to alert the office that they are referring an individual for treatment for BBP exposure.
   5. If injury occurs Monday-Friday between 4pm-8pm or Saturday-Sunday between 8am-8pm, the supervisor will call the closest Medical Aid Unit to alert the Medical Aid Unit that they are referring an individual for treatment for BBP exposure. Local Medical Aid Units include:
      1. Christiana Care Medical Aid Unit at STAR campus  
         STAR Campus  
         550 South College Avenue, Suite 115  
         Newark, DE 19713  
         302-533-7148
      2. Christiana Care Medical Aid Unit at Glasgow  
         2600 Glasgow Ave., Newark, DE 19702  
         302-836-8350
      3. Christiana Care Medical Aid Unit at Christiana  
         HealthCare Center at Christiana  
         200 Hygeia Drive, Newark, DE 19713  
         302-623-0444
      4. Christiana Care Medical Aid Unit at Middletown  
         Middletown Care Center  
         124 Sleepy Hollow Drive, Middletown, DE 19709  
         302-449-3100
   6. If injury occurs during any hours not covered above, the supervisor will contact the closest Christiana Care Emergency Room to alert them that they are referring an individual for treatment for BBP exposure.
      1. Christiana ER (Triage Desk) 302-733-1620
      2. Wilmington ER (Triage Desk) 302-428-4180
   7. If injury occurs at a facility out of state or at a significant distance from the above sites, the supervisor will identify the closest urgent care facility or emergency room and contact the identified facility and refer as indicated for BBP exposure.
   8. The supervisor will provide the injured individual with a copy of the Exposure Referral Guideline (Appendix E).
   9. The supervisor will contact the University of Delaware (UD) Nurse Managed Primary Care Center (NMPCC) at 302-831-3195 to notify them that an individual has been referred for treatment for BBP exposure and will require follow-up in the NMPCC.
2. Blood Borne Pathogen Exposures - Source Evaluation
   1. The supervisor is responsible for requesting that the source patient’s blood be tested for:
      1. RAPID HIV testing; no consent is needed.
      2. Hepatitis B and Hepatitis C testing.
   2. The supervisor will complete the Source Patient Information Form (Appendix D).
3. Blood Borne Pathogen Exposures - Immediate Post-Exposure Documentation
   1. The supervisor is responsible for submitting all the required completed forms:
      1. Appendix A - Exposure Report Form
      2. Appendix B - First Report of Injury Form
      3. Appendix C - Injury/Illness/Loss Investigation Report
      4. Appendix D - Source Patient Information Form
      5. For Faculty/Staff only: Appendix F – First Report of Injury Form
   2. All forms are to be submitted via FAX or hand-delivery within 24 hours of the BBP exposure to the following:
      1. UD Department of Environmental Health & Safety: 302-831-1528 (only forms A, B, C)
      2. UD department director’s office: 302-831-2382 (only forms A, B, C)
      3. UD NMPCC: fax 302-831-3193 (all forms A, B, C, D)
4. Blood Borne Pathogen Exposure - Follow-up Care
   1. The UD NMPCC upon notification and receipt of the above documentation will contact the injured individual to schedule a follow-up office visit for counseling and health care treatment as indicated.

**Student Injury (other than BBP exposure)**

1. Injuries – Steps for Student Treatment
   1. Administer first aid and/or treatment as indicated.
   2. After first aid has been administered, the student must notify their supervisor.
   3. The supervisor will contact Student Health Services at 302-831-2226 to alert them of the student’s injuries and in consultation with the Student Health representative, determine if student should be treated at the Student Health Services or be referred to the nearest urgent care facility or emergency room.
   4. If injury occurs at a facility out of state or at a significant distance from the above sites, the supervisor will identify the closest urgent care facility or emergency room and contact the identified facility and refer as indicated for treatment of the injury.
   5. The supervisor will complete a First Report of Injury Form (Appendix B) and an Injury/Illness Loss Investigation Report (Appendix C).
   6. The supervisor is responsible for submitting all the required completed forms:
      1. Appendix B – First Report of Injury Form
      2. Appendix C – Injury/Illness/Loss Investigation Report
   7. All forms are to be submitted via FAX or hand-delivery within 24 hours of the personal injury to the following:
      1. UD Department of Environmental Health & Safety: 302-831-1528
      2. UD department director’s office: 302-831-7056
      3. UD Student Health Services: 302-831-6407 (only for students

|  |
| --- |
| **Doctor of Nursing Practice (DNP) Degree** |

**Statement of Purpose and Expectation of Graduate Study**

The Doctor of Nursing Practice (DNP) program prepares graduates to perform at the highest level of advanced nursing practice. With a focus on population health and leadership, students will gain competencies that will allow them to become leaders in practice innovation and policy development that will improve the health of diverse populations. The foundation for practice expertise with a population health focus will enable the graduate to plan and lead evidenced-based interventions, quality improvement strategies and health policy changes that address patient safety, promote patient-centered care, and reduce health disparities among diverse groups. The focus on practice that integrates both primary health care and mental health competencies enables graduates of this program to provide health care in diverse settings to communities and populations that are currently unable to easily access care.

The DNP degree is designed for nurses seeking a terminal degree in nursing practice and offers an alternative to the research-focused doctoral program. This degree prepares students to translate research into the practice setting. It does not prepare the student to conduct original research. Students will develop a practice question and critically appraise available research to develop and implement a practice initiative that represents best practices for improvement of the delivery of healthcare services. Coursework is designed to provide the student the skills to understand the complexities of the health care delivery system to influence change and develop policy that improves patient outcomes in a variety of settings.

**Degree Offered**

Students who successfully complete this program will be awarded the degree of Doctor of Nursing Practice (DNP) from the School of Nursing in the College of Health Sciences.

**DNP Program Outcomes**

1. Integrate nursing science and practice to plan and develop new practice approaches that lead to improvement of health outcomes for diverse populations
2. Apply leadership skills to influence inter-professional teams that foster creative innovation in complex healthcare systems.
3. Analyze evidence for translation of research into best practices to improve quality of care.
4. Integrate population health measures to monitor health outcomes of individuals, groups, systems, and populations.
5. Evaluate and utilize healthcare informatics practices and technologies used to promote health improvement and wellness of individuals and populations
6. Translate principles of population health into clinical care through community engagement and public health initiatives.

7. Contribute to health policy change on the local, national and global levels to improve efficiency and effectiveness of an integrated health care model.

8. Demonstrate competencies in various advanced nursing practice roles with diverse populations across integrated healthcare systems.

**Admission to the DNP Program**

Students will be admitted as either post-baccalaureate or post-master’s students depending on their prior educational achievement. Admission requirements differ for post-baccalaureate and post-master’s applicants. Admission decisions will be made by DNP faculty. Students will be admitted to the program based on their ability to meet the following minimum recommended entrance requirements and enrollment availability.

Post-baccalaureate Applicants:

* + Baccalaureate degree in nursing from an NLNAC or CCNE accredited School of Nursing
  + Undergraduate GPA of 3.0 or higher
  + Copy of active Registered Nurse (RN) license(s) in the state of Delaware or a compact state, or demonstrated eligibility for licensure

Post-master’s Applicants:

* + Master’s degree in nursing from an NLNAC or CCNE accredited School of Nursing with national certification in an area of advanced nursing practice
  + Graduate GPA of 3.5 or higher
* Letter from the master’s program indicating the number of clinical hours completed

All Applicants (as applicable):

* Relevant professional experience
* Copy of license in a state where clinical practice may be arranged
* Official results from the TOEFL or IELTS exam taken within the last 2 years (for non- native English-speaking applicants only). The minimum TOEFL score is 100; the minimum IELTS is 6.5.
* A written statement that clearly identifies the applicant’s career goals and how admission to the program will facilitate his or her professional objectives.
* Three letters of recommendation: two from an academic who have taught the student in a nursing course, and two from employers and/or other professional sources who has worked as a supervisor of the student in a nursing role. Academic references must be from someone who is doctorally prepared and who can attest to the student’s capacity to complete a doctoral program.
* A successful interview with the Director of the DNP Program and members of the DNP or Graduate faculty.
* Demonstrated competence in written communication through submission of a writing sample that is different from the entrance application.
* A curriculum vitae or resume

##### **Application Deadlines**

##### **Applications will only be accepted once a year during the Spring semester. See the School of Nursing website for additional information.**

##### **Degree Requirements for the DNP Degree**

The DNP Program is available at two entry levels – post-baccalaureate and post-masters. There is a core curriculum that all students must complete, and courses specific to population-focused advanced practice nursing concentrations that lead to eligibility to sit for national certification. The course requirements for this program include 14 DNP core courses, 5 NP core courses and 7-8 courses specific to the population foci. These include Family/Individual Across the Lifespan (FNP) Adult Gerontology nurse practitioner, (AGNP) and psychiatric/mental health nurse practitioner (PMHNP).

All students must complete the DNP and NP core courses. Clinical hours are included in course requirements for both core courses and for population-focused concentration courses. Students are admitted as cohorts into 3-year full-time and 5-year part-time plans of study and are expected to maintain progression with their cohort as outlined upon admission. However, students must complete all course work within a 5-year time frame to be eligible to earn the degree.

**Post-Baccalaureate DNP Program**

The Post-baccalaureate DNP program requires the completion of 78 course credits. Students entering the Post-baccalaureate DNP Program will choose a population-focused clinical concentration and complete all courses to meet eligibility requirements to become certified as an advanced practice registered nurse (APRN). There are full time and part time options for the post-baccalaureate program. Upon program completion, students will be eligible to apply for a national certification exam in one of the population foci. Credits for the specific population-foci are as follows:

### Family Nurse Practitioner (FNP): 78 credit hours and 1120 clinical hours (direct care: 784 /indirect: 336)

### Adult-Gerontology Nurse Practitioner (AGNP): 78 credit hours and 1120 clinical hours (direct care: 784 /indirect: 336)

### Psychiatric-Mental Health Nurse Practitioner (PMHNP): 78 credit hours and 1008 clinical hours (direct care: 672 /indirect: 336)

### **Tables below indicate all courses, credits and clinical hours required for the specific concentrations:**

**DNP Core Courses\***

|  |  |  |
| --- | --- | --- |
| **Courses** | **Credits** | **Clinical Hours** |
| NURS881 Population Health I | 3 |  |
| NURS882 Population Health II | 3 |  |
| NURS813 Leadership and Innovation | 3 |  |
| NURS844 Population Healthcare Informatics | 3 |  |
| NURS843 Policy and Finance for Healthcare Delivery | 3 |  |
| NURS883 Evidence-based Practice I: Methods | 3 |  |
| NURS886 Evidence-based Practice II: Translation | 3 |  |
| NURS852 Integrated Healthcare Delivery I | 3 |  |
| NURS873 DNP Project I: Problem Identification | 3(1+2)\*\* | 112 |
| NURS874 DNP Project II: Planning & Development | 3(1+2)\*\* | 112 |
| NURS900 DNP Project III: Implementation | 3(1+2)\*\* | 112 |
| NURS910 DNP Project IV: Evaluation & Dissemination | 1 |  |
| NURS920 Clinical Role Immersion – Post-master’s\*\*\*  OR  NURS921 Clinical Role Immersion- Post-baccalaureate | 1-3 (Variable or course waiver\*\*\*  5 (2+3) | 56-168 or course waiver\*\*\*  168 |
| NURS870 Writing for Dissemination | 2 |  |
| **TOTAL** | **36-41** | **336-504** |

\* Post-master’s students are required to take only DNP Core Courses

\*\*1+2 indicates 1 credit of didactic hours and 2 credits of clinical hours

\*\*\*This course may be waived for post-master’s students who have completed 664 or more clinical hours in their master’s program.

**Nurse Practitioner Core Courses\***

|  |  |  |
| --- | --- | --- |
| **Courses** | **Credits** | **Clinical Hours** |
| NURS621 Advanced Pathophysiology | 3 |  |
| NURS622 Advanced Pharmacology | 3 |  |
| NURS677 Advanced Health Assessment & Diagnostic Reasoning | 3 |  |
| NURS853 Integrated Healthcare Delivery II | 3 |  |
| NURS818 Advanced Nursing Science | 1 |  |
| **TOTAL** | **13** |  |

\*NP Core Courses are taken by students in all concentrations.

**Course requirements for the available concentrations are listed on the following tables:**

**Population-Focus: Family/Individual Across the Lifespan Nurse Practitioner\***

|  |  |  |
| --- | --- | --- |
| **Courses** | **Credits** | **Clinical Hours** |
| NURS691 Primary Care I | 4 |  |
| NURS692 Primary Care NP Practicum I | 4 | 224 |
| NURS693 Primary Care II | 4 |  |
| NURS694 Primary Care NP Practicum II | 4 | 224 |
| NURS679 Primary Care of Children | 3 |  |
| NURS678 Primary Care of Women | 2 |  |
| NURS696 Primary Care NP Practicum III | 3 | 168 |
| **FNP Total** | **24** | **616** |
| **NP Core Courses Total** | **13** |  |
| **DNP Core Courses Total** | **41** | **504** |
| **TOTAL** | **78** | **1120** |

\*Post-baccalaureate students also take DNP Core Courses

\*\*NURS921 is substituted for NURS920

**Population-Focus: Adult- Gerontology Nurse Practitioner\***

|  |  |  |
| --- | --- | --- |
| **Courses** | **Credits** | **Clinical Hours** |
| NURS691 Primary Care I | 4 |  |
| NURS692 Primary Care NP Practicum I | 4 | 224 |
| NURS693 Primary Care II | 4 |  |
| NURS694 Primary Care NP Practicum II | 4 | 224 |
| NURS695 Primary Care of Frail/Older Adults | 3 |  |
| NURS678 Primary Care of Women | 2 |  |
| NURS696 Primary Care NP Practicum III | 3 | 168 |
| **AGNP Total** | **24** | **616** |
| **NP Core Courses Total** | **13** |  |
| **DNP Core Courses Total** | **41** | **504** |
| **GRAND TOTAL** | **78** | **1120** |

\*Post-baccalaureate students also take DNP Core Courses

\*\*NURS921 is substituted for NURS920

**Population-Focus: Psychiatric/Mental Health Nurse Practitioner\***

| **Courses** | **Credits** | **Clinical Hours** |
| --- | --- | --- |
| NURS668 Advanced Clinical Neuroscience | 3 |  |
| NURS669 Advanced Psychopharmacology | 3 |  |
| NURS671 Psychiatric/Mental Health NP I | 3 |  |
| NURS672 Psychiatric/Mental Health NP Practicum I | 3 | 168 |
| NURS673 Psychiatric/Mental Health NP II | 3 |  |
| NURS674 Psychiatric/Mental Health NP Practicum II | 3 | 168 |
| NURS675 Psychiatric/Mental Health NP III | 3 |  |
| NURS676 Psychiatric/Mental Health NP Practicum III | 3 | 168 |
| **Psych NP Total** | **24** | **504** |
| **NP Core Courses Total** | **13** |  |
| **DNP Core Courses Total** | **41** | **504** |
| **GRAND TOTAL** | **78** | **1008** |

\*Post-baccalaureate students also take DNP Core Courses\* \*\*NURS921 is substituted for NURS920

**Post-master’s DNP Program**

The post-master’s DNP program includes completion of all DNP core courses, a total of 36 course credits. Additional credits (1-3) will be required in a clinical immersion final course, depending on the number of clinical hours completed in the previous master’s program. The purpose of these credits is to ensure that students complete a total 1,000 clinical hours as required by the AACN. Students who apply to the post-master’s DNP option must hold national certification in an area of advanced nursing practice. Their pathway through the program will vary by the credentials they present upon admission and will also depend on their career goals. There is a part time option for the post-master’s program. The plan of study for the post-master’s DNP can be completed in either 2 or 3 years.

### **1. Post-master’s with license and certification as an advanced practice registered nurse (APRN) [clinical nurse specialist, nurse anesthetist, or nurse midwife] for the individual who seeks certification as a nurse practitioner.**

### **Requirements:**

Students will complete all DNP core courses and all nurse practitioner courses specific for the population focus of their choice to be eligible to apply for national certification. Applicants who have completed more than 500 hours in their master’s program and desire credit for these hours must submit a letter from their master’s program documenting the number of hours completed. If an Advanced Pharmacology course was completed more than 3 years before matriculation, it must be repeated prior to beginning population-specific clinical courses. Prescribing clinicians do not need to repeat this course.

The following table is an example of a plan of study for a post-master’s student seeking a new advanced practice nurse role:

**Required courses for a post-master’s DNP student licensed as a CNS with a Master’s degree, seeking certification as an Adult-Gerontology NP (Sample)**

|  |  |  |
| --- | --- | --- |
| **Courses** | **Credits** | **Clinical Hours** |
| NURS881 Population Health I | 3 |  |
| NURS882 Population Health II | 3 |  |
| NURS813 Leadership & Innovation | 3 |  |
| NURS844 Population Healthcare Informatics | 3 |  |
| NURS843 Policy and Finance for Healthcare Delivery | 3 |  |
| NURS852 Integrated Healthcare Delivery I | 3 |  |
| NURS883 Evidence-based Practice I: Methods | 3 |  |
| NURS886 Evidence-based Practice II Translation | 3 |  |
| NURS873 DNP Project I: Problem Identification | 3 (1+2)\* | 112 |
| NURS784 DNP Project II: Planning and Development | 3 (1+2)\* | 112 |
| NURS900 DNP Project III: Implementation | 3 (1+2)\* | 112 |
| NURS910 DNP Project IV: Evaluation & Dissemination | 1 |  |
| NURS870 Writing for Dissemination | 2 |  |
| NURS691 Primary Care I | 4 |  |
| NURS692 Primary Care Practicum NP I | 4 | 224 |
| NURS693 Primary Care II | 4 |  |
| NURS694 Primary Care Practicum II | 4 | 224 |
| NURS695 Primary Care of Frail/Older Adults | 3 |  |
| NURS678 Primary Care of Women | 2 |  |
| NURS696 Primary Care Practicum III\*\* | 3\*\* | 112 |
| NURS853 Integrated Healthcare Delivery II | 3 |  |
| NURS 920 Transition to Practice/Immersion | 1-3 |  |
| **TOTAL** | **63-66** | **896** |

\*1+2 indicates 1 credit of didactic hours and 2 credits of clinical hours

\*\*This course will be offered for 1 credit with 56 hours of clinical. Three credits of this course will be required with a total of 112 hours.

### **2. Post-master’s with national certification in a non-APRN area of nursing practice (e.g. nurse educator, nurse administrator).**

### **Requirements:**

### **Students will complete all DNP core courses. Applicants must complete 1000 clinical hours to complete the DNP degree.**

### **3. Post-master’s with previous nurse practitioner certification and licensure seeking certification in an additional nurse practitioner population focus**

### **Requirements:**

Students will complete all DNP core courses. Because these students will enter with different clinical backgrounds, the clinical component of the program will include an individualized plan of study. Student transcripts and previous syllabi may be evaluated for equivalence to selected required course work for national certification.

**Post-DNP Certificate**

DNP-prepared nurses with national certification in an area of nursing practice may seek preparation as a nurse practitioner in one of the concentrations offered. In this case, students will complete only those courses required for the population-focused NP program of their choice that will allow them to apply for national certification. A certificate will be awarded.

### **Clinical Hours Requirements**

According to the AACN *DNP Essentials*, DNP students need a minimum of 1,000 hours of post-baccalaureate supervised clinical practice hours to achieve the DNP competencies. Beyond the traditional MSN, clinical experiences at the DNP level expand the student’s practice to DNP level expectations. Post-baccalaureate students will receive all required hours in the program. Post-master’s students will complete the number of hours required to have a total of 1000 hours, including hours completed in their master’s program. Post-master’s applicants will be required to submit, at the time of admission, a letter from their master’s degree-awarding institution that indicates how many hours of supervised clinical practicum they completed in their master’s program.

All students will be expected to complete a minimum of 336 indirect practicum hours at the DNP level. Indirect care hours refer to experiences in clinical settings that do not involve direct care of patients and generally support the development and execution of the DNP Project (see below). For students who need additional hours to satisfy the 1,000-hour requirement, these can be completed by registering for the Clinical Role Immersion course, which can be taken for variable clinical credits (1-3). This course may be waived for students with greater than 664 supervised clinical practicum hours in their previous practice master’s program.

|  |  |  |
| --- | --- | --- |
| **Courses** | **Credits** | **Clinical      Hours** |
| NURS881 Population Health I | 3 |  |
| NURS882 Population Health II | 3 |  |
| NURS813 Leadership and Innovation in Population Health | 3 |  |
| NURS844 Population Healthcare Informatics | 3 |  |
| NURS843 Policy and Finance for Healthcare Delivery | 3 |  |
| NURS852 Integrated Healthcare Delivery I | 3 |  |
| NURS883 Evidence-based Practice I: Methods | 3 |  |
| NURS886 Evidence-based Practice II Translation | 3 |  |
| NURS873 DNP Project I: Problem Identification | 3 (1+2)\* | 112 |
| NURS874 DNP Project II: Planning and Development | 3 (1+2)\* | 112 |
| NURS900 DNP Project III: Implementation | 3 (1+2)\* | 112 |
| NURS910 DNP Project IV: Evaluation & Dissemination | 1 |  |
| NURS870 Writing for Dissemination | 2 |  |
| NURS920 Transition to Practice/Immersion | 1-3\* | 168 |
|  | 36-39 | **336-504** |

\*1+2 Indicated 1 credit of didactic hours and 2 credits of clinical hours.

\*This course will be offered for 1 credit with 56 hours of clinical.  Three credits of this course will be req

\*\*For additional information about the DNP Project and Indirect Practicum hours please see the guideline for this purpose.

|  |
| --- |
| **Doctor of Philosophy (PhD) in Nursing Science Program** |

## Statement of Purpose and Expectation of Graduate Study in Program

The University of Delaware, School of Nursing PhD in Nursing Science program prepares researchers and academic faculty for positions in college, university, and health care settings. Graduates are prepared to advance the art and science of nursing and to assume leadership positions in the profession. They will take responsibility for shaping and advancing healthcare, with a goal of improving individual, family and population health through the integration of theory, research, and evidence-based practice.

The PhD in Nursing Science Program emphasizes specific areas of study in which nursing makes a significant contribution towards health. These areas are defined by the research expertise of faculty in the context of interdisciplinary resources available at the University of Delaware and Delaware Health Sciences Alliance campuses and the local, national and international communities. Graduates are prepared to collaborate with other scientists and health professionals to contribute to the development of knowledge. The breadth of focus of the PhD in Nursing Science curriculum ranges from nursing research in the bio-behavioral sciences to health services.

**Degree Offered**

The degree awarded to those who complete this program will be a Doctor of Philosophy (PhD) in Nursing Science. Students may apply to the program either as a post BSN or post-master’s student.

## PhD in Nursing Science Program Outcomes

1. Generate new knowledge through research and theory testing;
2. Reflect a nursing and interdisciplinary perspective in research and scholarly endeavors;
3. Evaluate the relationship of the expanded knowledge base in nursing and external forces (i.e., economic, demographic, political, cultural) on the provision of health care to society, the education of nurses, and the development of health policy;
4. Contribute to solutions that advance health care in a culturally diverse society through communication of knowledge to the intra- and interdisciplinary scientific communities and the Community-at-large;
5. Examine ways in which nursing knowledge and practice are related to and influenced by historical developments, philosophical thought, and cultural diversity.

## Curriculum Map of PhD in Nursing Science Courses with Program Outcomes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PhD Courses** | **Outcome #1** | **Outcome #2** | **Outcome #3** | **Outcome #4** | **Outcome #5** |
| NURS 810 | X | X |  |  | X |
| NURS 812 | X | X |  |  |  |
| NURS 814 | X | X |  | X |  |
| NURS 816 | X | X |  | X |  |
| NURS 839 |  | X |  | X | X |
| NURS 849 |  | X | X |  | X |
| NURS 870 | X | X |  | X |  |
| NURS 843 |  |  | X | X |  |
| Statistics electives | X | X |  |  |  |
| Methodology elective | X | X |  |  |  |
| Cognate electives |  | X | X | X |  |
| NURS 850 | X | X | X | X | X |
| NURS 964 | X | X | X | X | X |
| NURS 969 | X | X | X | X | X |

**Admission to the PhD in Nursing Science Program**

Applicants must submit all the following items directly to the Office of Graduate Studies using the online admission process before admission can be considered:

A $75 nonrefundable application fee must be submitted with the application. Credit card payment is accepted with the online application. Checks must be made payable to the University of Delaware. Applications received without the application fee will not be processed. Foreign students must use a check drawn on a U.S. bank or an International Postal Money Order. Applicants must submit essays to specific questions asked on the application, a resume and a personal statement.

Applicants must submit at least three letters of recommendation. All letters of recommendation can be uploaded as part of the online application. If mailed, send collectively to the Office of Graduate and Professional Education. Applicants who meet admission criteria may be invited to interview with the PhD program coordinator and members of the SON PhD Program Subcommittee.

One official transcript of all U.S. colleges attended must be sent directly from the institution to the Office of Graduate and Professional Education or be provided in a sealed envelope with the application packet. Students who have attended the University of Delaware need not supply a transcript from Delaware. If the rank of the student is not displayed on the transcript or diploma, the SON may request an official letter of explanation and ranking from the institution where the degree was earned.

One official transcript of all non-U.S. based college records is required. The transcript must list all classes taken and grades earned. If the transcript does not state that the degree has been awarded, send a degree certificate that states that the degree has been awarded. If the degree has not been awarded or the degree certificate has not been issued, evidence of the awarded degree must be provided prior to the first day of classes in the term of admission. For institutions that issue documents only in English, send the English original. For institutions that issue documents both in English and a foreign language, send both the English language original and the foreign language original. For institutions that issue documents only in a foreign language, send the foreign language original and a certified translation in English. The translation must be certified by an official of the issuing institution, a state- or court- appointed translator, or the Embassy of the issuing country in the United States. If it is necessary to send non-original documents:

The documents must be original “attested copies,” officially attested to by the issuing institution or the Embassy of the issuing country in the United States; and certified translations must be originals, no copies will be accepted.

International students must demonstrate a satisfactory level of proficiency in the English language if English is not the first language. The Test of English as a Foreign Language (TOEFL) is offered by the Education Testing Services in test centers world-wide. The University requires a paper-based TOEFL score of at least 600 or at least 100 IBT with a speaking score of 20. TOEFL scores more than two years old cannot be validated and cannot be considered official. A waiver of the TOEFL exam is allowed only when a degree has been earned in a country where English is the primary language, or a degree has been earned already in the United States. The SON will also accept the IELTS, the International English Language Testing System that is jointly managed by the University of Cambridge ESOL Examinations, British Council and IDP: IELTS Australia. A band score of 6.5 is expected by the University, with no individual sub-score below 6.0.

International students must be offered admission to the University and provide evidence of adequate financial resources before a student visa will be issued. The University has been authorized under federal law to enroll nonimmigrant alien students. The University has more than 1000 international graduate students enrolled from more than 96 countries. International students are required to purchase the University-sponsored insurance plan or its equivalent.

All first-time international students are required to attend the Orientation Day for new international students which take place before classes begin.

It is a Delaware State Board of Health regulation and a University of Delaware mandate that all graduate students with a birth date after January 1, 1957, be immunized for measles, mumps, and rubella (MMR). Also, students may be required to provide evidence of PPD (Mantoux) Tuberculosis Screening Test within 6 months prior to beginning of classes. Students who are admitted beginning January 2002 are required to show proof of vaccination against meningococcal disease unless granted a waiver. Students should refer to and complete the Student Health Services Immunization Documentation form upon

## admission. For additional requirements see mandatory clinical requirements.

## Expected Minimum Requirements for Admission

Admission decisions will be made by the School of Nursing (SON) PhD Program Subcommittee. Students will be admitted to the program based on enrollment availability, identification of an appropriate and available committee advisor and their ability to meet the following minimum recommended entrance requirements There are two pathways to admission to the PhD program. Candidates may enter either with a baccalaureate degree in nursing or with a master’s degree

* + A baccalaureate in nursing degree from an accredited college or university if entering the BSN to PhD track.
  + A master’s degree in nursing (or other health related discipline, e.g. health administration) from an accredited college or university if entering the MSN to PhD track.
* An undergraduate GPA of 3.0 or higher; and/or a Master’s Degree GPA of 3.5 or higher.
* A written statement of goals and objectives that clearly identifies the applicant’s research and curriculum interests and explains how admission to the program will facilitate his or her professional objectives. The statement should indicate how the applicant’s research interest aligns with the research expertise of a SON faculty member. One of the personal statement application questions will solicit this information.
* Three letters of recommendation from an academic, employer and/or other professional source who can address the scholarship potential of the applicant. All letters of recommendation should be uploaded by each reference person to the Office of Graduate Studies online application website.
* Official results from the TOEFL or IELTS exam taken within the last 2 years (for non- native English-speaking applicants only)
* Copy of active U.S. Registered Nurse (RN) license(s)
* A curriculum vitae or resume
  + An interview with the PhD program Director and/or PhD faculty member(s) is required prior to admission.
* All students are expected to demonstrate competence in oral and written communication.
* A critical writing sample; this sample should demonstrate the student’s ability to critique and synthesize the literature on a specific topic related to his/her dissertation research area of interest. One of the personal statement application questions will solicit this information.
* Knowledge of statistics is expected. Completion of a master’s level statistics course in the last five years is required. If students need to complete a statistics course to meet this requirement, but meet all other admission criteria, provisional admission may be granted with the condition that they enroll in an appropriate master’s level statistics course before beginning PhD in Nursing Science coursework.

**Degree Requirements for the Doctor of Philosophy in Nursing**

The Doctor of Philosophy in Nursing Science requires 62 credits including 53 credits of graduate level coursework and 9 credits of dissertation if entering post BSN. Post master’s students are required to take 50 credits which includes the 9 credits of dissertation. The coursework will be specified in the student’s plan of study and must include the following:

#### Progression to PhD Candidacy & Dissertation Defense

#### Courses

#### Core Courses (13 credits):

NURS 810: Philosophical and Theoretical Basis of Nursing Science (3)

NURS839: Nurse Scientist Seminar (1)

NURS849: Philosophy, Theory & Curriculum in Nursing Education (3)

NURS843: Policy and Finance for Healthcare Delivery (3)

NURS 850: Dissertation Proposal Seminar (1)

#### NURS 870 Writing for Dissemination (2)

#### Research/Methods/Analysis Courses (16 credits):

Statistics from ED, PSYCH, SOC (6)

NURS 812: Responsible Conduct of Research (1)

NURS 814: Advanced Quantitative Research in Nursing Science (3)

NURS 816: Advanced Qualitative Research in Nursing Science (3)

Research Methodology Course (3)

Course offered by other departments, relevant to student’s research focus

#### Cognates (12 credits):

Electives taken to build substantive knowledge in area of dissertation topic. (12)

Electives are intended to enhance and broaden the student’s scholarly involvement, build and inter- professional team of advisors, and build toward successful completion of the dissertation.

Additional Cognates for the post BSN student (12 credits)

Electives taken to build substantive knowledge in area of dissertation topic.

#### NURS 964: Pre-Candidacy Study (3-12P/F)

Research and readings in preparation of dissertation topic and/or comprehensive examination for doctoral students before admission to candidacy but after completion of all required course work

#### Dissertation (9 credits):

NURS 969: Doctoral Dissertation (9)

NURS 999: Dissertation Sustaining (if needed)



## Non-Coursework Requirements

#### Residency requirements

At least three academic years of graduate work are normally required for the Ph.D. degree. At least one continuous academic year must be devoted exclusively to full-time study (6 credit hours per semester) in the major field in residence at the University of Delaware. This residency requirement may be fulfilled using a fall and spring semester combination or a spring and fall semester combination, but summer or winter sessions do not meet the qualification. Course credit earned in a Master’s program at the University of Delaware may be applied toward the doctoral degree residency requirement if the candidate is receiving both degrees from the University in the same major field

#### Comprehensive examination

A written comprehensive examination will evaluate knowledge in three areas of content at completion of all course work. These areas include core course content, research methods and analysis, and area of cognate concentration. Successful completion of the written comprehensive examination is required prior to scheduling the dissertation proposal defense.

#### English proficiency

It is required that all students in the program be proficient in both the verbal and written English language.

#### University Code of Conduct and academic honesty

Students are expected to adhere to the University of Delaware Code of Conduct. Violations may result in immediate dismissal from the program. Policies on academic honesty can be found at [http://www.udel.edu/stuguide/18-19/code.htm l](http://www.udel.edu/stuguide/18-19/code.htm%20%20%20l)

## Petitions for Variance in Degree Requirements

#### Planned program of study and revisions

Students are required to work with their advisor during their first semester of study to develop a plan of study. The plan must first be approved by the academic advisor and then the PhD in Nursing Science Program Coordinator/Subcommittee by the end of the first semester of study in the PhD program. Potential for transfer of credit and course substitutions will be evaluated on an individual basis by the PhD in Nursing Science Program Subcommittee. After approval of the plan of study, students may need to alter their plan due to change of research focus, new course offerings, scheduling conflicts, or other extenuating circumstances. Students who wish to make changes in their plan of study must first obtain approval from their academic advisor then the PhD in Nursing Science Program Coordinator/Subcommittee.

**Completion Deadlines**

Students are expected to complete the PhD program in seven years. Students requesting an extension of their time of study must submit a written request to their academic advisor and the PhD in Nursing Science Program Director. The request will be forwarded to the University’s Office of Graduate Studies. The Office of Graduate Studies will determine the student’s eligibility for a time extension and will notify the student in writing of its decision to grant an extension.

**Faculty Advisor and Advisement**

Faculty members advise students whose background, goals and objectives are compatible with their own research and funding. The SON PhD in Nursing Science Director matches the student with an advisor. The faculty member serving as advisor accepts responsibility for oversight of the student’s academic progress in the program.

If during a student’s academic program, the advisor is unable or unwilling to continue as advisor, the student will discuss options for a new advisor with the SON PhD in Nursing Science Program Director The new advisor must be identified within 6 months for the student to be considered making satisfactory progress toward the degree.

Students may also elect to switch to a different advisor at any time with the approval of the PhD in Nursing Science Program Director and with the consent of the new faculty advisor. Switching advisors does not change the deadlines for completing the requirements for a degree.

**Process and Procedures for Comprehensive Examination**

## Definition and Scope of Comprehensive Examination

One written and one oral comprehensive examination are required for progression to candidacy. The purpose of the written comprehensive examination is to illustrate the student’s ability to integrate course content into practical use as a nurse scientist. The written examination will evaluate knowledge in three areas of content at the completion of course work: (a) core course content, incorporating areas of cognate concentration, (b) research methods and analysis, incorporating areas of cognate concentration, and (c) professional issues and roles relevant to PhD-prepared nurses as scientists, academicians and leaders in health care. The oral comprehensive examination will be the defense of the dissertation proposal. See **Defense of the dissertation proposal**, under **Procedures for dissertation approval in the School of Nursing**

#### Administration of written comprehensive examination

Two dates will be established for distribution of written comprehensive examinations to students, one at the beginning of the semester and one at the end of the semester. The Director of the PhD Program, in consultation with the PhD Student Advisors/Mentors, oversees scheduling. Comprehensive written examination will be administered to students as a take-home exam with a contracted amount of time negotiated with student not to exceed one month.

#### Written examination committees

Members of examination committees are comprised of at least three (3) members of the faculty who were responsible for course content being evaluated, with a minimum of one faculty representing each area being evaluated (core, research methods and analysis, professional issues and roles). One member will serve as chair. The Director of the PhD Program will call the initial meeting of the committee and initiate the process. Chairs of the committees are responsible for delivering the examination to students and notifying students of their exam results within two weeks of completion. Committee Chairs also are required to notify the Director of the PhD Program of results of examinations within two weeks of the exam.

#### Pre-requisites and Schedule of Examinations

All Ph.D. core, research/methods/analysis, and cognate course requirements, including any outstanding incomplete grades, must be completed before students are eligible to take the written comprehensive examination and are eligible to enroll in NURS 964: Pre-Candidacy Study, NURS 870 Writing for dissemination and NURS 850: Dissertation Proposal Seminar (during semester in which comprehensive examinations are conducted). During the first month of the last semester of course work students are required to declare, in writing, to The Director of the PhD in Nursing Science Program their intent and anticipated date to take the written comprehensive examination. The Director will notify the relevant Committee members. The Committee will schedule an interview with the student to explore his or her level of preparedness. Students are expected to provide Committee members with written documentation of their preparedness in each area at least a week before the interview (e.g. courses taken, etc.), including the Specifics Aims page of their proposed dissertation.

## Students are encouraged to take both written and oral comprehensive exams in the same semester. If unable to take both exams within the same semester, students must complete both exams and any repeat exams needed by the next consecutive semester.

## Grading

The outcome of examinations is determined by majority vote. There are four possible outcomes: Pass with distinction, Pass, Conditional outcome, Fail.

* Conditional Outcome: Students receiving this grade are required to complete additional work within two months of formal notification of the committee’s decision.
* If the committee is satisfied with the quality of the work, the student will receive a grade of Pass.
* If the committee is not satisfied with the quality of the work, the student will receive a grade of Fail.

Within one week of formal notification of the grade, students will receive a written evaluation from the chair of the examination committee.

Students who fail a written exam, or any part thereof, may request a re-reading from the original examination committee. This request is to be submitted within 14 days of the student receiving the detailed written evaluation.

## 

## Repeat Examinations

Successful passing of written examination is required prior to scheduling the oral

examination (proposal defense). Only one repeat for each of the three areas of the written examination is permitted (core, research methods and analysis, and professional issues and roles). Failure on a repeat examination is a

permanent failure for that area. Permanent failure in one area shall result in dismissal from the program.

**Guidelines for approving research proposals involving human or animal subjects**

Students are required to complete Human Subjects training prior to conducting research. Students must receive approval from the University Institutional Review Board (IRB) and any other required regulatory review boards (including facility or hospital) as early as possible prior to the presentation and defense of a dissertation proposal that involves the use of human subjects. Information about developing consent forms and submitting studies for review by the IRB can be obtained from the UD Office of Research

web link: Human Subjects Review Board Protocol Review & Approval Procedures

[http://www.udel.edu/research/preparing/hum ansub-protocolreview.htm l](http://www.udel.edu/research/preparing/humansub-protocolreview.html)

## Departmental and Student Procedures for Changes in Committee Members

It is expected that the student will have a proposal that develops and evolves during the course of study. If the research focus varies significantly from the original plan, or in the case of other extenuating circumstances, students may request to change their dissertation committee chair and committee members. The dissertation chair can only be changed with approval of both the current and prospective dissertation chair and the PhD Program Director. Other members of the committee may change due to various extenuating circumstances. It is the responsibility of the student in conjunction with the

dissertation chair to replace members who withdraw from the committee during the dissertation process.

**Establishment of Dissertation Committee**

The student will select a dissertation chair upon approval of the academic advisor (who may be the same) and with approval of the PhD in Nursing Science Program Director. The student and his/her dissertation chair will create a dissertation committee at the time the student begins to develop the dissertation proposal.

The dissertation committee shall include at least three university faculty members from within the PhD in Nursing Science program, and one member from outside of the program. The dissertation chair must be a member of the faculty in the PhD in Nursing Science program, and at least one of the committee members must be from outside the SON with the approval of the PhD in Nursing Science Program Director. All PhD dissertation committee members must hold a doctoral degree.

Faculty who have retired or resigned from the university may maintain committee membership or continue to chair committees of students whose work began under their direction prior to their retirement or departure from the university. Faculty who do not have regular faculty status may co-chair the dissertation committee provided that the other co-chair meets the definition for regular faculty status.

Outside committee members must hold a doctoral degree and may include individuals not affiliated with the University of Delaware SON. These individuals from outside of the University may be nationally recognized for their expertise in the content or methodology of the dissertation research. The PhD in Nursing Science Program Director must approve dissertation committee members from outside of the SON and from outside the University.

Prior to the defense, the student must complete and send the Confirmation of Dissertation/Executive Position Paper Committee form <http://www.udel.edu/gradoffice/forms/committeeconfirmation.pdf>to the Office of Graduate Studies.

**Departmental and Student Procedures for Changes in Committee Members**

It is expected that the student will have a proposal that develops and evolves during the course of study. If the research focus varies significantly from the original plan, or in the case of other extenuating circumstances, students may request to change their dissertation committee chair and committee members. The dissertation chair can only be changed with approval of both the current and prospective dissertation chair and the PhD Program Director. Other members of the committee may change due to various extenuating circumstances. It is the responsibility of the student in conjunction with the dissertation chair to replace members who withdraw from the committee during the dissertation process.

**Dissertation Format**

The format of the dissertation must adhere to guidelines specified in the University's Thesis and Dissertation Manual. The manual is available electronically on the Web at http://www1.udel.edu/gradoffice/forms/thesismanual.pdf

The dissertation must represent the candidate’s own work and contribute original and significant knowledge to the field of nursing science. Two dissertation formats are appropriate: the traditional book style dissertation and the manuscript style dissertation. The best option depends on the type of research planned. The dissertation format must be approved by the student’s Dissertation Committee **no later than** the proposal defense.

The following table outlines the structure and content of the book style and manuscript style dissertation formats:

|  |  |  |
| --- | --- | --- |
|  | **Book Style Dissertation** | **Manuscript Style Dissertation** |
| Chapter Requirements | Minimum of 5 chapters, may be more.  Chapter 1: Introduction and Specific aims  Chapter 2: Substantive review of the literature/conceptual framework  Chapter 3: Methods  Chapter 4: Results  Chapter 5: Discussion | Minimum of 5 chapters, may be more.  Chapter 1: Introduction  Chapter 2: Review of the Literature (may be manuscript)  Chapter 3: Methods (may be manuscript)  Chapter 4: Results (MUST be manuscript of dissertation findings)  Chapter 5: Summary chapter synthesizing conclusions, implications for practice and future research directions |
| Manuscript Requirements | None | Minimum of 3.  At least **two** manuscripts must be data-based. |
| Manuscript Types | Not applicable | Data-based manuscripts may be but are not limited to: Results paper, psychometric testing, meta-analysis, meta-synthesis, and pilot study  Other types of papers include but are not limited to: Systematic or integrative literature review, concept analysis, methods paper, theory development, clinical application of research results to practice |
| Manuscript Status | Not applicable | One manuscript must be submitted for publication or published before scheduling the dissertation defense. Two other manuscripts must be suitable for publication at the time of the dissertation defense. |
| Timing of Publication | Not applicable | Manuscripts must be submitted or published AFTER matriculation into the PhD program. |
| Authorship | * PhD candidate is sole author of the dissertation book * Authorship of manuscripts post dissertation should be discussed prior to graduation * Authorship should be based on contribution above and beyond reading dissertation drafts | * PhD candidate is sole author of the dissertation book * PhD candidate **must be first author** of all dissertation manuscripts * Dissertation manuscripts may have co-authors * Authorship should be based on contribution above and beyond reading dissertation and/or manuscript drafts |
| References | End of each chapter PLUS comprehensive reference list | End of each chapter PLUS comprehensive reference list |

**Requirements for the Manuscript Dissertation**

1. Each manuscript to be included in the dissertation must be substantially related to the topic of the dissertation and comparable in scope and contribution to the traditional dissertation.
2. Three manuscripts are required in the manuscript option, two of which must be data-based, and one of which must be submitted for publication before scheduling the dissertation defense. No more than two manuscripts to be submitted for the dissertation may be published or accepted for publication prior to proposal defense.
3. Each manuscript must be prepared under the supervision of at least one member of the dissertation committee and submitted for publication after matriculation into the PhD program.
4. The student must be the first author of all manuscripts included as a major component of the dissertation. Manuscripts on which the student is not the first author may be in the appendix and cited in Chapters 1-5 but will not be considered for meeting manuscript requirements.
5. Co-authorship on dissertation manuscripts should reflect actual contributions, not planned contribution prior to completing the scholarly work.
6. Potential content, authorship, target journals, and anticipated dates for submission of each paper will be agreed upon by the student and dissertation committee members at the proposal defense meeting. (See Form B2) Changes to planned content must have committee approval and Form B2 must be revised to reflect the applicable changes.
7. All dissertation committee members must agree that papers not yet submitted at the time of the dissertation defense are ready for publication and comply with the plan set forth in Form B2.
8. Papers submitted for publication prior to the final dissertation defense must have approval of all dissertation committee members to be included in the dissertation.
9. If a manuscript has already been published, the student needs to obtain permission from the publisher to include the final version in the dissertation.

**Format of the Manuscript Dissertation**

1. Manuscripts already published should be included in their entirety in manuscript form, not the published article form.
2. Manuscripts accepted, submitted, or to be submitted for publication should be written in the style, substance, and format of the target peer-reviewed journal.
3. Each dissertation manuscript should include an introductory page that includes the manuscript title, proposed or actual authorship and the contribution of each author (may use specific journal criteria or the International Council of Medical Journal Editors criteria), name of target journal, and anticipated status at time of the dissertation defense. This introductory page should include a statement that describes the journal focus and impact factor.
4. In-press manuscripts must include a copy of the acceptance notification at the end of the chapter.
5. Chapter 1 of the manuscript option dissertation serves as the Introduction to the entire dissertation book. It should include a description of the study problem and the purpose of the research, its significance, and the aims or research questions approved by the dissertation committee in the proposal defense. Chapter 1 should discuss the relationship of the manuscripts to each other and with the entire body of proposed research.
6. The review of literature, theoretical framework/model/theory, methods, and results can be described within the published/publishable papers. Each paper becomes a separate chapter of the dissertation and clearly links to one or more aims of the dissertation research. Additional chapters may be needed if the dissertation manuscripts fail to address all study aims and questions.
7. A final dissertation chapter should summarize three manuscripts, synthesize the findings for all study aims, interpret the contribution to nursing science of the overall study results, and identify implications for research and practice.
8. Each manuscript in the dissertation must have its own set of references and the style of the references may differ from one manuscript to the other depending on specific journal requirements. In addition, a comprehensive reference list that includes all cited sources in the dissertation book must be written in APA style and included in the Back Matter section of the dissertation book.

Appendices are optional and follow the complete reference list in the Back Matter of the dissertation book.

**Procedures for Dissertation Approval in the School of Nursing**

#### Defense of the dissertation proposal

A copy of the dissertation proposal must be available to faculty dissertation committee members at least two weeks in advance of the proposal defense. The dissertation proposal defense will be scheduled only after a majority of members of the dissertation committee have determined that a defense is

appropriate. The candidate will present a summary of the proposed research, and will then field questions from the committee, attending faculty, and invited guests. After all questions have been fielded, the dissertation committee will meet privately to decide whether the proposal is accepted, rejected, or accepted with stipulations. A majority vote of the committee is required to accept the proposal. Results of the meeting will then be presented to the student.

#### Defense of the dissertation

The format of the dissertation must adhere to guidelines specified in the University's Thesis and Dissertation Manual. The manual is available electronically on the Web at [http://www.udel.edu/gradoffice/form s/thesism anual.pdf](http://www.udel.edu/gradoffice/forms/thesismanual.pdf) The dissertation defense will be scheduled only after the dissertation committee chair has determined that a defense is appropriate. The candidate will present a summary of the completed research and will then field questions from the committee attending faculty, and invited guests. After all questions have been fielded, the dissertation committee will meet privately to decide whether the dissertation is accepted, rejected, or accepted pending revisions. A majority vote of the committee is required to accept the dissertation. Results of the meeting will then be presented to the student.

#### Processing the final document

Three copies of the dissertation must be approved by the chair of the student's dissertation committee, the Sr. Associate Dean for Nursing and Healthcare Innovation, and the Vice Provost for Graduate and Professional Education. The dissertation is to be signed by the dissertation chair and all members of the dissertation committee. A separate abstract and abstract approval page must be submitted with the dissertation. The dissertation must be submitted to the Office of Graduate Studies for approval not later than seven weeks prior to the degree conferral date. The dissertation defense must be completed prior to the submission date and the certification of a successful defense, accessible at

[http://www.udel.edu/gradoffice/form s/certificationdefense.pdf](http://www.udel.edu/gradoffice/forms/certificationdefense.pdf) must be submitted to the Office of Graduate Studies.

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**Timetable and Definition of Satisfactory Progress towards the Degree**

#### Academic load and progression

Students who are full time will enroll in 9 credits each semester. Per University policy, students who are hired as research assistants or teaching assistants may enroll in 6 credits each semester and be considered full time. Normal progression has been described in section IV C-D on p. 38. The PhD in Nursing Science Subcommittee will review the progress of each student annually and students will receive written notification of goals met and goals to achieve in the coming year. Students will be notified in writing if they are not progressing as planned. The chair of the PhD in Nursing Science Program Subcommittee will request a written justification of the student’s failure to progress and will request a revised plan of study.

#### Grade requirements

A passing grade is required for all pass/fail courses and examinations. Students must have a minimum overall cumulative grade point average of 3.0 to be eligible for the degree. Students are required to obtain a B- or above in all graded courses to progress in the program. All graduate-numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative index. Credit hours and courses for which the grade is below "C-" do not count toward the degree even though the grade is applied to the index. Student who fail an examination are required to successfully complete the examination within 6 months.

Only courses listed within the student’s approved plan of study may be used toward the degree requirements. Students who wish to make changes in their program of study must obtain approval from their advisor and the PhD in Nursing Science Program Subcommittee for all changes.

#### Consequences for failure to make satisfactory progress

Students should progress to degree completion within 7 years. Students who fail to progress in course work as planned will be notified in writing of their progress by the chair of the PhD in Nursing Science Program Director. Students are required to submit a written revised plan to continue in the PhD in Nursing Science Program. This revised plan must be approved by the PhD in Nursing Science Program Director. Each student will be evaluated on an individual basis for extenuating circumstances influencing their progress toward degree completion.

Academic deficiencies (cumulative grade point average < 3.0) are handled using the University’s Academic Probation Policy. [http://academ iccatalog.udel.edu/Pub\_ShowCatalogPage.aspx?CATID=1589](http://academiccatalog.udel.edu/Pub_ShowCatalogPage.aspx?CATID=1589)

Students who fail the comprehensive examination (and who display evidence of potential to complete the degree – see B.4.c), dissertation proposal defense, or dissertation defense will receive one additional opportunity to repeat the process and defend a new or modified examination, dissertation proposal, or dissertation within 6 months.

#### Protocol of grievance procedure if student recommended for program termination

Students who feel that they have been graded inappropriately or receive what they perceive as an unfair evaluation by a faculty member may file grievances in accordance with the University of Delaware policies. See <http://www.udel.edu/stuguide/10-11/grievance.html>Students are encouraged to contact the School of Nursing PhD in Nursing Science Program Director, and/or the Sr. Associate Dean for Nursing and Healthcare Innovation prior to filing a formal grievance in an effort to resolve the situation informally.

**Dissertation Progress Timetable and Guidelines**

#### University requirements and deadlines for admission to doctoral Candidacy

Upon the recommendation of the doctoral student’s dissertation committee and the Sr. Associate Dean for Nursing and Healthcare Innovation, students may be admitted to candidacy for the Ph.D. degree. The stipulations for admission to doctoral candidacy are that the student has (1) a program of study approved; (2) completed one academic year of full-time graduate study in residence at the University; (3) passed the comprehensive exam; and (4) had a dissertation proposal accepted by the dissertation committee. The deadline for admission to candidacy for the fall semester is August 31, for the spring semester is January 31 and for the summer semester is April 30. Responsibility for seeing that admission to candidacy is secured at the proper time rests with the student.

#### Registration requirements prior to doctoral candidacy

Course registration requirements are determined by the student's approved program of study. Once the student has registered for all course requirements in a program of study but has not yet met all the stipulations for passing into candidacy, the student must maintain registration during the fall and spring semesters in course(s). Students who are classified G1 (pre-candidacy) and are holding a graduate assistantship or tuition scholarship must be registered for a minimum of six graduate credits, and those holding a fellowship must be registered for a minimum of nine graduate credits.

#### Defense of the dissertation proposal

A copy of the dissertation proposal must be available to faculty dissertation committee members at least two weeks in advance of the proposal defense. The dissertation proposal defense will be scheduled only after a majority of members of the dissertation committee have determined that a defense is

appropriate.

#### Dissertation Proposal

Committee members should sign the final copy of the approved proposal. A signed copy of the approved dissertation proposal should be forwarded to the Sr. Associate Dean for Nursing and Healthcare Innovation. The Sr. Associate Dean for Nursing and Healthcare Innovation signs the Candidacy Form.

#### Registration requirements following admittance to doctoral candidacy

Once a student has met all the stipulations for candidacy and becomes classified with G2 status (candidacy), the student is required to register for nine credits of Doctoral Dissertation. Students may not register for Doctoral Dissertation until admitted to candidacy (G2 status). Registration in Doctoral Dissertation and Doctoral Sustaining (999) is restricted to students with G2 status. Once the student has registered for nine credits of Doctoral Dissertation, the student is required to maintain matriculation in the doctoral program by registering in Doctoral Sustaining (999) in subsequent semesters until the degree is awarded. All students must be registered in the term in which the degree is officially awarded. Sustaining registration is required in summer/winter session if the degree is awarded at the conclusion of the summer/winter session.

#### Defense of the dissertation

The format of the dissertation must adhere to guidelines specified in the University's Thesis and Dissertation Manual. The manual is available electronically on the Web at: <http://www.udel.edu/gradoffice/forms/thesismanual.pdf>

The dissertation defense will be scheduled only after the dissertation chair has determined that a defense is appropriate.

The dissertation defense will be open to the public, and invitations will be sent to all College of Health Sciences (CHS) faculty and students at least two weeks prior the defense date.

A copy of the dissertation must be made available to faculty dissertation committee members at least two weeks prior to the dissertation defense.

The dissertation is expected to reflect the results of original and significant research written in a scholarly and literate manner worthy of publication. The dissertation must be approved by the dissertation chair, the CHS Dean, the Sr. Associate Dean for Nursing and Healthcare Innovation, and the Associate Provost for Graduate and Professional Education.

#### Dissertation

The dissertation is to be signed by the dissertation chair and all members of the dissertation committee. The certification of a successful defense must be submitted to the Office of Graduate Studies. The dissertation must be submitted to the Office of Graduate Studies for approval by the announced semester deadline of the Office of Graduate and Professional Education. The student sets up an appointment with the Office of Graduate and Professional Education to submit the required documents. Detailed instructions for completing the dissertation process and forms are found at <http://www.udel.edu/gradoffice/polproc/index.html>

The following forms are submitted:

* Title page (3 originals)
* Three original sets of the signature pages showing approval of the dissertation paper by Sr. Associate Dean for Nursing and Healthcare Innovation and CHS Dean
* Three copies of the abstract on cotton bond
* The dissertation paper as a PDF file
* Certification of Doctoral Defense
* Survey of Earned Doctorates

**General Student Responsibilities & Resources**

Students must make sure that their current correct name, home address, e-mail address, and home and work telephone number(s) are on file in the Graduate Office of the School of Nursing so that they can be reached as needed. Students must also update the University Student Information System records through UDSIS ([www.udel.edu/udsis](http://www.udel.edu/udsis))

Students teaching and/or doing research in the School of Nursing laboratories and/or affiliated clinical agencies must comply with the mandatory clinical requirements (see mandatory clinical requirements) Additional requirements may be necessary dependent on the healthcare agency to which a student affiliates.

Vehicles are not provided for SON students. Students are responsible for their own transportation to class, laboratory, research and other clinical sites.

PhD in Nursing Science students will have individual file folders labeled with their name in an unlocked filing cabinet in the PhD Student Resource Room on the third floor of McDowell Hall. This folder is used for notes from faculty, for returning course work, etc. in sealed envelopes to maintain confidentiality. Students should check their mailbox as indicated when they are in McDowell Hall.

Students will have access to the SON copy machine for use when conducting work as research assistants and teaching assistants. Students will have access to the SON faculty computer room in McDowell Hall when working as research and teaching assistants. A PhD Student Resource Room is available on the third floor of McDowell Hall and includes carrels/desks, computers, a telephone, and storage/file cabinets. Students have access to McDowell Hall Computing Center during normal operating hours.

**Student Government and Organizations**

Participation in School of Nursing committees will be solicited as needed. Students will be encouraged to become involved in the University’s Graduate Student Senate. Doctoral students also will be encouraged to become active members of professional organizations such as the Eastern Nursing Research Society, American Nurses Association, Delaware Nurses Association, Sigma Theta Tau International (including the University’s Beta Xi chapter), and other professional organizations representing their clinical specialty and research interests.

**Graduate Student Travel Support**

Travel for professional meetings or presentations will be funded as grants and SON funds allow. Decisions will be made on an individual basis.

The SON will help with support for travel expenses incurred by full-time graduate or PhD graduate students who are making formal presentations of their scholarly work at regional, national, and international meetings of recognized professional organizations. Full-time PhD graduate student who is presenting at a conference will need to provide verification of acceptance with the travel request. If travel involves reporting on sponsored research, it will be appropriate to pay for that travel with grant monies.

Information on how to request travel funds is found below. Please note that this will be strictly adhered to for all graduate/PhD student travel. All requests for travel support must be sent to the Director of the PhD Program no later than October 7 for travel anticipated in the academic year.

#### Travel Application Process

Complete the Professional Development Award for Graduate Students Application Form (<http://www.udel.edu/gradoffice/forms/profdevaward.pdf)>and submit it to the Director of the PhD program by October 7. Applications will be reviewed quickly, and students will be notified if their application was approved at the SON level.

If students have applied to present at a conference but do not know their acceptance status by the October 7 deadline, or, if students are considering submitting a conference abstract for presentation, they should still apply for funding from the SON by the deadline. All SON travel awards will be approved for the year by November 30 and no additional travel awards will be approved later in academic year, except in extenuating circumstances with permission of the Program Director.

After approval by the SON, submit the Professional Development Award for Graduate Students Application Form to the Office of Graduate and Professional Education (OGPE). Students must apply to the OGPE for travel funding to receive any travel funds from the SON.

See the maximum award available from the OGPE for the academic year; however, funds may be provided at a lower level. The SON will match up to the maximum allowable award provided by the OGPE. If the total amount of a trip is less than the combined SON/OGPE award, each unit will provide up to half of the cost of the trip.

A student can receive the OGPE award two times only during the time s/he is a student. If SON funds permit, money for a third or fourth trip might be possible.

Students will follow procedures instituted for making conference arrangements. As soon as students receive confirmation that their paper or poster has been accepted for presentation, they should make an appointment immediately with SON Sr. Associate Dean for Nursing and Healthcare Innovation’s Administrative Assistant (AA). S/he will request a Debit Card for students with a maximum balance equal to the amount of travel funds they have been approved to receive and will assist students in making travel arrangements for transportation and hotels as needed. Students may not use their own credit card(s) to make any reservations. Students will not be reimbursed for any expenses charged to their own account(s). There will be NO exceptions to this rule.

Only conference registration, travel arrangements (air, train, and ground) and lodging/hotel will be reimbursed. Food, beverages and incidentals (newspapers, internet charges, phone calls, etc.) will not be reimbursed, even if they are under amount of the award.

All receipts, including travel documents (airline or train tickets and boarding passes), conference registration, and lodging/hotel invoices must be kept and submitted to the Sr. Associate Dean for Nursing and Healthcare Innovation’s AA upon the student’s return. Students should schedule another meeting with the Sr. Associate Dean for Nursing and Healthcare Innovation’s AA within 15 days of return from the conference and she will help navigate the University’s Works Program to reconcile the Debit Card statement.

Students must be able to provide verification that they were a conference presenter/participant, not just an attendee. Conference programs listing student’s name and notification of presentation must be submitted along with all receipts.

*Approvals:*

*4-12-2010 / PhD in Nursing Science Program Approved by University of Delaware Faculty Senate;*

*5-11-2010 / PhD in Nursing Science Program Approved by University of Delaware Board of Trustees;*

*2-20-2013 / Revisions to the Process and Procedures for Comprehensive Examination Approved by the PhD in Nursing Science Subcommittee and the SON Graduate Education Committee.*

*5-8-2014/*

*Manual revised and updated June 2017; October 2017; August 16, 2018 MSN/DNP/PhD faculty*