



UNIVERSITY OF CENTRAL FLORIDA

Adult-Gerontology Acute Care Nurse Practitioner DNP Graduate Program Handbook

Last updated August 21, 2018

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Adult-Gerontology Acute Care Nurse Practitioner DNP

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

Introduction

The DNP Adult/Gerontology Acute Care Nurse Practitioner Track prepares nurses at the highest level of practice for the current health care environment based on a strong scientific foundation for practice; flexibility and emphasis on evidence-based practice, leadership, and organizational analysis; and analysis of the DNP project. Acute Care Nurse Practitioner Track prepares nurses at the highest level of practice for the current health care environment based on a strong scientific foundation for practice; flexibility and emphasis on evidence-based practice, leadership, and organizational analysis; and analysis of the DNP project.

Objectives

The objectives of the DNP program in nursing are to prepare graduates to:

- Critically analyze complex clinical situations and practice systems.
- Assume leadership roles in the development of clinical practice models, health policy and standards of care.
- Demonstrate advanced diagnostic reasoning skills and clinical judgment through scholarship and nursing practice
- Analyze the social, economic, political, epidemiological and other scientific data to improve individual, aggregate and population health.
- Demonstrate information fluency and advanced communication skills to lead quality improvement initiatives to improve patient care and health care systems.
- Design, implement, and evaluate comprehensive care to clients within an area of advanced practice specialization.

The College of Nursing will implement a student information database and repository, LEAP*RN. This database will house information regarding student course work, plans of study, clinical placements, clinical hours, logs, and all evaluation data. The database will assist us in maintaining standards required for CCNE accreditation, facilitate course planning and student progression, and enhance clinical tracking. Upon graduation, students will continue to have no-cost subscription access to their records, including their logged hours. The College of Nursing will

continue to contact you through this system for follow-up employment surveys and to forward you information pertaining to Alumni events and opportunities. All students will be responsible for an annual subscription rate of less than \$100, depending on the program. Subscription access will be payable directly to LEAP*RN at the following link: secure.projectconcert.com/ucf. This URL will guide students through the payment process and activates their account for use. Subscriptions must be up-to-date by the last day of the drop/add period each semester to avoid a “hold” service indicator being placed to prevent students from registration, enrollment, and other progression functions.

Graduation Requirements for the DNP

- All course work completed (76 credits) with a minimum grade of "B"
- A satisfactory DNP Project
- Clinical performance evaluated at a satisfactory level
- A satisfactory public presentation of the DNP Project

Independent Learning

A DNP Project will be completed by all students in the DNP program. A scholarly project, derived from clinical practice, will be developed in depth with faculty supervision.

Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

Timeline for Completion

Program completion will vary based on program track and enrollment status (full or part-time).

Degree Plan of Study

A plan of study must be completed and kept in each student's file. Students will be sent an initial plan of study with their admission packet. The faculty advisor will collaborate with each student prior to the start of their first term to review their initial plan of study to meet degree requirements. The initial plan of study is entered into the graduate program database, which is used to plan course schedules. Any changes to the initial plan of study must be submitted to the Office of Graduate Affairs. Plans of study are used to plan for resources, therefore students who change their plans of study late in a semester may find courses in the following semester to be full.

If students cannot follow the plan of study, students must contact the Office of Graduate Affairs to revise the plan and may be required to submit a petition to the MSN-DNP APG Committee. This must be done prior to registration. Students who enroll in a course not in their plan of study may be required to drop the course.

PLEASE NOTE: Changes in plans of study may result in student delay in program completion because of course scheduling. The College of Nursing strives to have the resources needed for faculty assignments. Therefore, any change in students' progression must be discussed with the advisor and the Office of Graduate Affairs. Plan of study revisions must be verified with the Office of Graduate Affairs to determine if there is space available in the courses.

Progress to Degree

All academic progression as well as admission and graduation decisions are made by the DNP Admission, Progression, and Graduation Committee (APG) of the College of Nursing and recommended to the Associate Dean for Graduate Affairs.

A grade point average of 3.0 is required for continued study in the DNP program. Grades of below B or U are not acceptable in the DNP program. Students that receive a grade of below B or U in any course are subject to dismissal from the program. Students will be given the right to petition to remain in the program, and a final decision on dismissal will be made by majority vote of the DNP APG Committee. If the student is allowed to continue in the program, any courses that have a grade of below B or U must be repeated with an earned grade of "B", S or better. In addition, anytime a student's graduate status GPA falls below 2.0, they are automatically dismissed from the program. Please refer to the Graduate Catalog for further information regarding the graduate status GPA.

The College of Nursing uses a plus/minus grading scale as follows:

A: 96-100
B: 92-95
B+: 87-91
C+: 79-82
C: 75-78
D: 70-74
F: 69 or below

Procedure for Proctoring of Major Examinations in Graduate Courses

- All major examinations in graduate courses in the UCF College of Nursing will be proctored.
- Faculty will announce at the start of the semester
 - If there are major examinations in the course
 - If there will be proctored testing available at the CON or on campus
 - Dates and times for proctored exams
 - The test will be available during a fixed time period during the scheduled class time for sections of classes that are web-mediated classes.
 - The test will be available for no longer than 12 hours for sections of classes that are fully web-based.
- An online test proctoring service, will be used for major course examinations if a CON or on-campus testing option is not used. ProctorU examinations are limited to no more than three per course.
- Students are responsible for setting up an account, scheduling the examination, having required technology and paying any associated costs (instructions will be provided within webcourses). The current cost per examination is \$25.
- Current courses that use ProctorU testing are: NGR 5141, NGR 5003, NGR 6172, NGR 6210, NGR 6175, NGR 6211, NGR 6212.

Independent Study

Students who wish to do an independent study must meet with the instructor and complete the College of Nursing Special Registration form: Course Request for Independent Study, Doctoral Research, DNP Project, Residency or Dissertation. This form must be submitted to the Office of Graduate Affairs to create the independent study in the schedule. As soon as the course is in the schedule, the student will receive registration instructions. Students may have no more than 6 hours of independent study in a master's plan of study or 12 hours in doctoral plan of study.

Preceptored Clinical Practice

Guidelines

Nursing is a practice discipline. To learn the skills of a teacher, nurse practitioner, clinical nurse leader, clinical nurse specialist, or nurse leader and manager the student must practice with an experienced clinician. This is achieved by preceptored clinical assignments. Preceptored clinical assignments offer a unique opportunity for students to observe and practice in the specialized role that is the focus on their master's program track at UCF.

Student documents must be current in order to participate in any clinical practice learning experience that involves patients. The following items are required upon admission into the program in order to participate in any clinical:

- Completed LiveScan Fingerprints
- Completed Drug Test
- Completed Background Check
- Copy of current BLCS certification card (course C for healthcare providers)
- College of Nursing Health Form
- Proof of HIPAA Training
- Current Florida RN License
- Proof of health insurance

All of the items above require an account with Castle Branch for a fee of \$170.00.

Student documents must be current in order to participate in any clinical practice learning experience that involves patients (e.g. RN license, health clearance, etc). Students who do not have the FBI/FDLE and the CertifiedBackground.com clearance may not be able to complete the program and graduate. Students must submit the required health form to the Graduate Program Assistant no later than the end of their first semester of study. Drug screening is required for all sites. Cost of these may be the responsibility of the student. Some sites require formal orientation to the site and/ or their electronic medical record system.

A clinical placement orientation session is included the new student orientation and repeated at the start of the students' first clinical course. Students who do not attend these sessions remain responsible for obtaining the content reviewed there. Students will be placed by a representative of the college with a preceptor for each clinical course with the exception of the final practicum clinical course where the student and clinical coordinator will work together to identify an appropriate preceptor based on the student's request and preceptor availability.

Clinical placements for Post BSN DNP students receiving initial preparation as advanced practice nurses will be in the greater Central Florida area. This includes Orange, Seminole, Volusia, Lake, Brevard, Osceola, Flagler, Northern Indian River, and Marion counties. Placements in other locations are at the discretion of the faculty and are dependent on availability of Clinical Instructors to make site visits.

Nurse Practitioner students in the Family Nurse Practitioner or Adult-Gerontology Primary Care Nurse Practitioner program are preparing for primary care and cannot make hospital rounds, go to surgery or procedures, or care for a hospitalized client. If a student wishes to make rounds, go to surgery, or care for a hospitalized client for clinical hours. Such activities are considered personal arrangements and are not associated with UCF. Thus NP students cannot do physicals, histories, document, write prescriptions or engage any other activities they would usually be able to do if seeing the patient as part of a UCF clinical course if they are performing these activities in an acute care setting. Students doing such observations are not covered under CON liability insurance and the hours will not count towards required faculty supervised clinical hour requirements for any course.

NP students must do one half of total clinical hours up to and including Practicum (NGR 6248) with a NP or CNM preceptor. For FNP track students this is 360 hours. For Adult/Gerontology Primary Care NP students this is 330 hours. For Adult/Gerontology Acute Care NP students this is 330.

Preceptors for the remaining 360 or 330 hours may be a NP, CNM, MD or DO. A physician assistant (PA) cannot be the preceptor of record. Students in primary care programs must complete all rotations at primary care sites except in the final clinical practicum. FNP students can complete up to 50% and AGPCNP students can complete up to 100% of their required practicum clinical hours in the ED, urgent care, retail health care, or in an office setting.

All clinical courses, including the final clinical practicum, are to occur at a single clinical site with a single preceptor. Limited exceptions are made for work with preceptors who work at multiple locations for the same practice or to work with two preceptors at the same practice site and are at the discretion of the Clinical Placement Coordinator. The final clinical practicum, can occur at one site only.

Throughout each clinical course, NP students will be required to complete:

- **Clinical Activities Log** – This will be completed using the Typhon Clinical Tracking System. This system allows the student to document all hours completed at each clinical practice with each preceptor. Documentation of data from all client interactions during each NP student's clinical practice learning experience are also recorded.
- **Student Preceptor/Site Evaluation** – Each student will submit an evaluation of the preceptor and the site in which the student completed their clinical learning experience.
- **Midterm Preceptor Evaluation of Student** - Each student will submit an evaluation by their preceptor of record after completing ½ of the required clinical hours for a clinical course. If the student has more than one preceptor, a midterm evaluation must be obtained and submitted from each preceptor.
- **Final Preceptor Evaluation of Student** - Each student will submit a final evaluation by their preceptor of record after completing the required clinical hours for a clinical course. If the student has more than one preceptor, a final evaluation must be obtained and submitted from each preceptor.

DNP Clinical Courses

Preceptored clinical assignments offer a unique opportunity for students to observe and practice in the specialized advanced role, adding to their clinical expertise while in the DNP program at UCF.

DNP clinical placement will be individualized and negotiated with the faculty advisor and/or DNP Program Coordinator or Clinical Placement Coordinator. Documents for evaluation of the experience will include at least:

- Clinical Activities Log - Documents all hours completed at each clinical practice with each preceptor.
- Clinical Summary Spreadsheet – individualized to document activities in the clinical site that support the individual goals of the student experience
- Preceptor/Site Evaluation - Documentation of student's comments related to various aspects of the preceptor and the site in which the student completed their clinical learning experience. In addition, all NP students will be evaluated by a standard set of criteria from their clinical instructor and each preceptor.
- Preceptor evaluation of student.

Dress Code for Nurse Practitioner Students

- All students must be dressed professionally when in clinical settings, whether on or off-campus. This includes both labs and preceptor sites as well as professional meetings.
- The UCF College of Nursing photo identification stating nurse practitioner student must be worn during all clinical activities.
- A clean, wrinkle-free official UCF white lab coat with the College of Nursing logo must be worn at all clinical functions whether on campus or in clinical settings.

- Business attire must be worn under lab coats; scrub suits are allowed in acute care settings only.
- Students must also comply with dress code policies of the clinical sites where they are being precepted.
- Nails must be trimmed; artificial nails and nail polish are not permitted.
- One pair of stud-type earrings (one earring per ear lobe only and no larger than than ¼” in diameter) may be worn; no gauge-type earrings. No other visible piercings, including clear piercings are allowed, including tongue and nasal piercings.
- One plain wedding band may be worn; one wristwatch with a second hand is required.
- Visible tattoos must be covered.
- Make-up, if used, must be discrete.
- Hair must professionally appropriate; appropriately secured away from face and patient contact; of a naturally occurring color.
- Facial hair for men must be clean and neatly trimmed. (Some agencies do not allow personnel, including students, to wear any facial hair.)
- Perfumes, colognes, after-shave or scented fabric soaps/softeners should not be worn.
- Chewing gum during clinical and on-campus labs is not permitted.
- Smoking of any kind is not acceptable when in clinical settings. In addition, clothing and hair that retain smoke odors are not acceptable in clinical settings.

Drug Screening Policy

All incoming students in the University of Central Florida College of Nursing shall undergo a 14 panel drug screening prior to the start of nursing clinical experiences.

All students must agree, at the time of admission into the program, to be drug screened on demand at any time during the program. A negative drug screen completed at an approved lab which can directly report results to the College of Nursing, which was completed not more than 3 months prior to admission to the College of Nursing, will also be accepted. Students are responsible for the cost of all drug screenings.

Evidence of substance abuse may result in disciplinary action up to and including administrative withdrawal from courses and dismissal from the program. Information about drug screenings process will be conveyed to students at the time they are approved for admission into the nursing program. The College of Nursing will have access to the results of the drug screenings and these results may be shared with the clinical sites at which the student is placed.

Expected Behaviors

Students are expected to exhibit behaviors consistent with safe practice as nursing professionals under the direction of the faculty member and/or preceptor. The student must have a satisfactory performance in each clinical behavior by the last clinical day or the student will receive an unsatisfactory grade in the course. All documentation must be accurate, reflecting care rendered.

Students must notify their instructor and the clinical agency if they will be absent or late. Failure to do this may result in an unsatisfactory grade in a clinical course.

Disciplinary action, including clinical failure and possible dismissal from the program, will be taken for students whose behavior is unacceptable. Examples of unacceptable behaviors include, but are not limited to the following actions:

1. Provide nursing care in an unsafe or harmful manner. For example:
 - To perform a procedure without competence, or without the guidance of a qualified person.
 - To willfully or intentionally do physical and/or mental harm to a client.

- To exhibit careless or negligent behavior in connection with care of a client.
 - To refuse to assume the assigned and necessary care of a client, and to fail to inform the instructor with immediacy so that an alternative measure for that care can be found.
2. Disrespect the privacy of a client (breach of confidentiality). For example:
 - To use the full name or position of a client in written assignments, and/or patient data of any sort, e.g. computer-generated forms retrieved from the clinical area. (All identifying information must be obliterated from documents).
 - To discuss confidential information in inappropriate areas including social networking or other online sites.
 - To discuss confidential information about a patient with third parties who do not have a clear need to know.
 - To remove any record or report (or copy) from the area where it is kept, except in the performance of student nurse assignments.
 - To violate HIPAA and/or FERPA guidelines (as appropriate to setting).
 3. Falsify patient records or fabricate patient experiences.
 4. Fail to report omission of, or error in, assessments, treatments or medications.

Use, possess, sell, or distribute illicit drugs; to illegally use, sell, possess, or distribute any drugs or alcohol; or to use prescribed, over the counter, or illicit substances in such a manner as to impair one's judgment or performance as a nursing student.

Social Networks

Professional conduct extends to all forms social networks, including Facebook, MySpace, YouTube, texting, e-mailing, photographing, videotaping and any other means of communication. Students must follow HIPAA guidelines when dealing with information about clients and patients. Students must also follow privacy laws when exposed to information about other students, faculty, staff, and others they may meet during their time at the College of Nursing. Information regarding students and others may not be saved or broadcast in any form without written release by the individuals involved and the agencies identified. Permission prior to recording or taping must be obtained and filed with the Office of Graduate Affairs. Failure to follow these rules, may result in administrative action, including dismissal from the College of Nursing. Disrespectful behavior by students towards other students, faculty, staff, patients, clients, agencies, etc. will not be tolerated.

Other

To obtain a Post-Master's [DNP sample course schedule](#) for both full-time and part-time enrollment, please visit the College of Nursing website. DNP Post-baccalaureate track students follow a different [sample plan](#).

Examination Requirements

Please see program advisor for any required exams of licensure upon completion of MSN portion.

Project DNP - (NGR 7911C, 7912C, 7913)

The DNP Project is a multi-semester project that reflects the culmination of practice inquiry, knowledge, and competencies. The DNP Project entails student engagement in partnership building with inter-professional colleagues, consumers, and /or faculty to examine a clinical question or issue that involves translating evidence to everyday practice in health care systems, and ultimately informs and influences health care, and enhances health care outcomes as well as raising clinical questions for future exploration.

DNP Advisory Committee Composition

The DNP project is directed by a DNP Committee selected by the student based on the qualifications and expertise of the committee members. The committee is composed of at least 3 doctorally prepared members. Whenever possible, the three members of the Committee should possess complementary areas of expertise to guide the content and methods of the DNP project.

Chairperson

The chairperson of the committee must hold regular rank faculty status at UCF CON, have an earned doctoral degree and be available to the candidate on a regular basis during the academic year. The chairperson provides consultation to the student on the selection of the remaining committee membership and serves as the academic advisor to the student for the duration of the DNP program.

Committee Members

After consulting with the Chair, a minimum of two committee members shall be selected. Members must have an earned doctoral degree with knowledge and/or expertise related to the DNP project. One committee member should be from the practice setting. If the DNP project would benefit from the inclusion of a member who is not doctorally prepared; the individual can be named as a consultant to the project.

Constituting the Committee

To constitute the DNP project committee, the candidate must file the [DNP Project Committee Appointment Form](#) available from the Office of Graduate Affairs and obtain signatures from all committee members. Once the committee is officially formed, the candidate cannot initiate changes in the membership; however, a faculty member may resign from the committee. In the latter case, the candidate must select another faculty member, and submit an additional form with the new faculty member's signature to the Office of Graduate Affairs.

Role of the DNP Advisory Committee

Chairperson

- The faculty member who is invited to become Chairperson of the committee may defer acceptance until the candidate has submitted a specific area of inquiry or a beginning DNP project problem which the candidate has independently identified;
- The faculty member who accepts the role of Chairperson becomes the candidate's academic advisor;
- The Chairperson will assure IRB compliance, guide the preparation of the DNP project proposal, the project development, implementation, and evaluative process, and the final written project.

Committee Members

- Critique drafts of the developing DNP project proposal; review drafts of the final DNP project, and the final DNP project product; share critique and concerns with the student and the chairperson; and,
- Participate actively in the conduct of the DNP project presentation.

DNP Project Proposal

Overview

The candidate is required to submit a DNP project proposal for review, which should be developed under supervision of the Chairperson and members of the DNP project committee. The required elements are:

- Title page
- Background and significance of the proposed topic.
- Literature review and synthesis
- Congruence with organization strategic plan
- Project objectives
- Intervention evidenced based project
- Patient or system oriented outcome measures
- Timeline for the phases of the project
- Resources - Personnel, equipment, supplies, travel, consultants, renovations, other items
- As appropriate - market analysis, strategic analysis that justifies the need feasibility, and sustainability of the project
- Letter of support from the site
- Evaluation plan and timetable

The DNP project proposal should adhere to APA guidelines and should not exceed 25 pages, double-spaced, exclusive of table of contents, references, and appendices. The proposal is presented and evaluated by the committee and the committee gives feedback to the student. Approval is need before proceeding.

DNP Project Proposal Review

- The Chairperson, and members of the candidate's committee must review the proposal and a formal proposal defense must be scheduled.
- The candidate should prepare a presentation of the entire proposal and be prepared to answer questions by the committee.
- At completion of the proposal review meeting, the chairperson will summarize the major points raised by the reviewers and ask for their recommendations. The committee may choose to: 1) accept the proposal as is or with minor revisions and no re-review; 2) require minor or major revisions and re-review; or 3) reject the proposal. Examples of reasons for rejection include major safety or ethical rights for participants; major theoretical or methodological flaws that would preclude valid or interpretable findings; or a non-feasible plan that cannot be implemented within a reasonable time frame. Majority vote by the committee is needed to proceed.
- In the case of approval with minor revisions required, the candidate must submit notification of the completion of the revised proposal that has the approval of the Chairperson of the DNP Project Committee to the College of Nursing, Office of Graduate Affairs within one month of the proposal review. At this time the properly signed DNP Project Proposal Approval Form must be submitted to the Office of Graduate Affairs. The candidate must send copies of the revised proposal to each Committee member in a timely fashion.
- In the case of major revisions required or approval denied, the candidate must develop a significantly revised or a new proposal. The Chairperson will work with the candidate. The Committee will review the new proposal and all prior steps will be repeated.
- If a candidate does not put forth a proposal that is considered acceptable by the committee after two tries, the candidate can be dismissed from the program.

Required Procedures

- When a DNP student and advisor are planning a DNP Project Proposal meeting, the advisor should notify the Office of Graduate Affairs, and a Project Committee Appointment Form must be completed. Two weeks' notice prior to the scheduled Meeting date is required in order to prepare appropriate paperwork and to reserve a room. After a successful DNP Project Proposal meeting, the DNP Project Proposal Defense Outcome Form is signed by all members of the committee, and attests that the entire committee has met as a whole and approved the proposal. The completed form is submitted to the Office of Graduate Affairs within 10 days of a successful proposal review meeting.
- After approval of the DNP project proposal, if human subjects or their data are required for the project, the student must apply for IRB approval at the site(s) of data collection (if required) and at UCF. No data can be collected until IRB approval has been obtained.

Protocol for Communication between Candidate and Chair regarding the DNP Project Prior to Graduation

Since any external communication or reporting about the DNP project reflects on UCF and the College of Nursing, it is important that the candidate keep the Chair informed as follows:

- Communicate with Chair of DNP Project Committee before submitting any research grants to fund all or part of DNP project.
- Communicate with Chair of DNP Project Committee before submitting any abstracts for conferences or publications that will report findings.
- Communicate with Chair of DNP Project Committee before submitting to the public domain any materials that are an integral component of the DNP project.
- Determine the appropriateness of copyrighting the DNP project with the inclusion of any instruments (e.g. in Appendix) authored by another (whether copyrighted or not).

Final DNP Project Written Format

The final DNP Project can take a variety of forms. It can be submitted as a publishable paper or as a manuscript that includes elements from the proposal including the list below and the findings of the project with practice and policy implications.

- Title page
- Background and significance of the proposed topic.
- Literature review and synthesis
- Congruence with organization strategic plan
- Project objectives
- Intervention carried out that was evidenced based
- Patient or system oriented outcome measures
- Timeline for the phases of the project
- Resources- Personnel, equipment, supplies, travel, consultants, renovations, other items
- Findings of the project which may include baseline and outcome data or other data forms appropriate to the design of the project
- As appropriate - market analysis, strategic analysis that justifies the need feasibility, and sustainability of the project

The paper should be presented in the format of the target journal for a publishable paper or in APA format.

Final Oral Presentation of the DNP Project

Overview

The final public oral presentation of the DNP project culminates the DNP program.

Policy

- The final draft of the DNP project should be prepared in strict adherence with APA or journal guidelines and submitted to the College of Nursing, Office of Graduate Affairs by the established deadline. The deadline for public defense of the DNP project is the same as the deadline for Dissertation Defenses listed on the university academic calendar. The project chair must run the final project through *iThenticate* prior to final defense.
- The DNP Project Defense Notification Form must be filed with the Office of Graduate Affairs two weeks prior to the scheduled defense date.
- The DNP Project Committee is responsible for final approval of the project and will hold a public meeting for the student to defend the project on campus. The final public presentation shall be held

under the auspices of the candidate's DNP project committee. The candidate may be questioned by members of the audience on issues related to the DNP project. The DNP Project is approved by a majority of positive votes by membership of the DNP Project Committee. In the event of a majority of negative votes, the candidate fails the DNP project presentation. The Committee must make recommendations regarding next steps. The Committee may recommend significant revisions of the DNP project or additional study/coursework in the area of the knowledge deficiency. A timeline will be set. The candidate will be given a second opportunity to successfully complete the oral presentation. In the event of two failures, the candidate will be dismissed from the program.

- The Committee Chair must submit the DNP Project Defense Outcome form to the Office of Graduate Affairs within 10 days of defense.
- After the committee accepts the DNP project outcomes, the student files a copy of the final written project with the Office of Graduate Affairs.

Graduate Research

Research is integral to doctoral study and to the development of scholarship in the discipline of nursing. Doctoral students are encouraged to meet with their advisers to discuss their research interests. Advisers and other faculty members will apprise students of societies and organizations that promote research. The College of Nursing provides a [website link](#) and a guide to research resources. The Office of Graduate Affairs maintains a file of resources for funding for research for students and faculty. In addition, the faculty of the College of Nursing strongly supports doctoral student research and invites students to discuss the faculty member's research with each of them.

DNP Projects are subject to the same policies and ethical conduct as dissertation studies.

The faculty developed the course NGR 7919 Doctoral Research as a formal way for students to work with individual faculty members on the faculty member's research project. This course is an intensive research experience with the student assisting the faculty member with various aspects of the research project. Registration for this course requires a detailed outline of activities and outcomes. Available opportunities with faculty members will be posted each semester.

Research Policies and Ethics Information: UCF's Office of Research & Commercialization ensures the UCF community complies with local, state and federal regulations that relate to research. Students must complete CITI training in Social/Behavioral Research Investigators and Key Personnel prior to submitting IRB applications for approval of studies. The CITI certificates have an expiration date and student may need to renew their certification before their final project is complete. For polices including required Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g. surveys), animal research, conflict of interest and general responsible conduct of research, please see the website: research.ucf.edu > Compliance.

UCF's Patent and Invention Policy: In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: catalog.ucf.edu/index.php?catoid=4 > Policies > General Graduate Policies.

Forms

- [College of Graduate Studies Forms and References](#)
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Traveling Scholar Form](#)
If a student would like to take advantage of special resources available on another campus but not

available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

Useful Links

- [Adult-Gerontology Acute Care Nurse Practitioner DNP](#)
- [College of Nursing](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

Grad Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as vice chair

Allred, Kelly *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: kelly.allred@ucf.edu

Anderson, Mindi *

College: College of Nursing

Disciplinary affiliations: Nursing

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