



UNIVERSITY OF CENTRAL FLORIDA

# Adult-Gerontology Primary Care Nurse Practitioner DNP Graduate Program Handbook

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# Adult-Gerontology Primary 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 Primary 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](https://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 (72 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.
- ProctorU, 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 with ProctorU, 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 6201, NGR 6263, NGR 6305, NGR 6334.

## **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 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:

- 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.
- 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).
- Falsify patient records or fabricate patient experiences.
- 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/](http://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](http://catalog.ucf.edu/index.php?catoid=4) > Policies > General Graduate Policies.

## Financial Support

In order for transfer courses to be requested for use in a UCF degree, the official transcripts from the institution where the courses were taken must be sent to UCF's College of Graduate Studies. In addition to the form, supporting documentation from the program/college must be submitted giving approval for courses to be transferred and where credit should be applied in the program of study.

## Financial Aid/Scholarships

Financial assistance for graduate students is limited. Scholarship information is posted monthly outside the UCF Student Financial Assistance Office. Scholarships and research grants are available from many professional organizations such as the Florida Nurses Foundation, Florida League for Nursing, Sigma Theta Tau, and specialty organizations.

- Review the requirements to receive doctoral fellowships, assistantships, and tuition support in the current UCF Graduate Catalog and the College of Graduate Studies website [graduate.ucf.edu/](http://graduate.ucf.edu/)
- Review the requirements and award details for doctoral and/or graduate fellowship programs. Most university fellowships do not require students to complete a separate fellowship application. The university and graduate programs award fellowships are based on your admission application and accompanying documents. Some fellowships, however, do require a fellowship-specific application.
- Graduate Financial Assistance Fellowships (or scholarships) are awarded to outstanding graduate students based on academic merit. They are payments to students that defer tuition and fees up to the amount of the fellowship and do not require the student to work.
- Graduate Financial Assistance Fellowships (or scholarships) are awarded to outstanding graduate students based on academic merit. They are payments to students that defer tuition and fees up to the amount of the fellowship and do not require the student to work.
- Search for funding outside of UCF. Use the free search services available through the Internet (see the Useful Links section of the [Graduate Students Website](#)).

Contact e-mail: [gradfaid@ucf.edu](mailto:gradfaid@ucf.edu).

## Graduate Assistantships Positions

A limited number of graduate assistantships are available: graduate assistant (GA), graduate teaching assistant (GTA) or graduate research assistant (GRA) positions are available each Fall and Spring for full-time doctoral and masters students (enrolled in at least 9 credits each semester). GA's are assigned to assist faculty and staff with course and College related activities, GTAs may be assigned to teach a course, or assist a faculty member with teaching a course with large enrollment. All GTA's are required to complete the UCFGTA training requirement given by the Faculty Center for Teaching and Learning. GTA's who are assigned as instructors of record must have completed 18 credits of master's level nursing coursework. GA's who are assigned as graders must complete the grader training requirement provided by the Faculty Center for Teaching and Learning. GRAs will be assigned to faculty members who are engaged in funded research or who are preparing a research proposal for funding. GTAs/GRAs are paid a stipend and receive full tuition reimbursement, plus advanced nurse traineeship funds if available. These positions are for fall and spring semesters, and require a separate application that may be obtained from the Doctoral Program Assistant.

## Graduate Teaching/Research Assistant Responsibilities

Graduate Teaching /Research Assistants (GTAs/GRAs) have an important role in the College of Nursing. This position description was developed to help professors and GTAs/GRAs to better understand their roles and responsibilities. The following are some activities that GTAs/GRAs may be expected to carry out in working with assigned professor members. Not all GTAs/GRAs can perform the entire activities list – this is a guide. Please note realistic time expectations. No GTA/GRA is to be assigned to do any personal or non-UCF related activity. GTAs will need to attend the GTA workshops at the FCTL required by UCF Graduate Studies before doing certain functions.\*

## **GTA Responsibilities**

- Assist professor with course management
  - Assist professor update syllabi and course reference material
  - Assist professors with lecture presentations
  - Proctor and collect exams and deliver/retrieve exams to/from Test Center
  - Grade course assignments according to established criteria set by the professor
  - Communicate with students as required by the professor
- Assist in online course instruction (GTA may require instruction for this)
  - Assist professor update syllabi and course reference materials
  - Search Web for pertinent URLs related to the course
  - Grade online course requirements according to established criteria set by the professor
  - Communicate with students as required by the professor
- Assist professor with on-campus lab experiences for clinical and health assessment courses
  - Set up on-campus lab experiences according to plan provided by professor
  - Review/Supervise students' skills during lab sessions
  - Work with students individually if requested by professor and if time permits
  - Evaluate students during basic skills testing
  - Assist the professor in grading projects associated with on-campus lab
  - Assist the professor with open lab activities
  - Assist the professor in sessions for dosage calculation practice and review

## **GRA/Research and Scholarly Work Activities**

- Update references for the professor's research and other scholarly projects
  - Conduct literature searches as directed by the professor
  - Obtain journal articles and references from library
  - Develop PowerPoint and other materials for the professor
- Assist the professor with research activities
  - Assist with research intervention activities
  - Assist with data collection
  - Conduct data entry, cleaning, and management
  - Conduct statistical analyses as requested by the professor
  - Help manage correspondence associated with research and scholarly activities

## **GTA: General Information**

- All GTA's must have completed the UCF Graduate Studies GTA Workshop.
- Assignments cover 10-20 hours/week. GTA/GRAs are expected to be on campus for at least 5-10 hours each week. For web courses, time on campus is negotiable with professor(s).
- GTAs/GRAs may be assigned to work with more than one professor for the semester.
- GTA's are assigned to professors based on course needs and numbers of students.
- GRAs are assigned to professors based on research agenda and potential for funding.
- GTA/GRA appointments occur on a semester basis by the graduate program coordinator in consultation with CON Director and Undergraduate Program Coordinators.
- GTAs/GRAs must report on a weekly basis to their assigned professor and must schedule mutually agreed upon times that they are available for the entire semester. Any changes in the agreed upon times must be approved by the professors.
- GTAs/GRAs report directly to the professor(s) to whom they are assigned for the semester.

- GTAs/GRAs must manage their time well, particularly if they are working with more than one professor. Should assignments take longer than the allotted or expected time, GTAs/GRAs must communicate the information ASAP to the assigned professor so that proper adjustments in assignments can be made.
- If GTA/GRA is overwhelmed, please discuss work with professor and if not resolved, please meet with graduate program coordinator.
- **No GTA/GRA is to be assigned to do any personal or non-UCF related activity.**
- GTAs/GRAs must be evaluated mid-semester and end of each semester by the assigned professor(s). The evaluation must be submitted to the graduate program office. GTAs/GRAs with multiple instructor assignments must be evaluated by each professor.
- Professors who do not complete the evaluations in a timely manner may not be assigned a GTA/GRA in the following semester.
- GTA/GRA schedules are to be submitted to graduate program coordinator by the GTA/GRA by the end of the second week of the semester.
- GTAs/GRAs who are not responsible, whose work is below expectation, and/or who are not punctual or have not completed their required hours of work may be terminated during the semester – thus losing their assistantship for the semester – or will not receive any additional assistantships.

## Traineeships

Each year the CON submits a grant to the Department of Health and Human Services for Advanced Nursing Education Traineeship. All full-time or part-time doctoral students will be eligible for a stipend award. In order to be considered for a traineeship, student must complete a traineeship application. The CON usually receives notification in early May. Students who receive traineeship award are required to keep the college informed of their employment for a minimum of 3 years after graduation. Applications for traineeship are available from the CON Graduate Office.

Traineeship funding availability is contingent upon federal legislative approval.

## Website Resources

- [catalog.ucf.edu/index.php?catoid=4](http://catalog.ucf.edu/index.php?catoid=4) > Financial Information
- [finaid.ucf.edu](http://finaid.ucf.edu) Office of Student Financial Assistance
- [global.ucf.edu/](http://global.ucf.edu/) Employment and Taxation

## Graduate Student Associations

### Scholarly Affiliations for Doctoral Students

- **Sigma Theta Tau (STT):** [nursingsociety.org](http://nursingsociety.org) The Sigma Theta Tau International Honor Society of Nursing UCF Chapter is Theta Epsilon. Doctoral students who are not members of Sigma Theta Tau need to discuss this with their advisers and apply for membership. STT- Theta Epsilon events are sent to doctoral students via the doctoral nursing listserv.
- **American Academy of Nursing (AAN):** [nursingworld.org/](http://nursingworld.org/)
- **Southern Nursing Research Society (SNRS):** [snrs.org/](http://snrs.org/)
- **Student Nurses Association** chapter at UCF
- Organization of Doctoral Student Nurses (ODSN)
- Students are encouraged to participate in activities of the ODSN. It is composed of doctoral students in the College of Nursing from both PhD and DNP tracks. Information about the organization stage of the ODSN will be provided by the student representatives. A representative is a nonvoting member of the PhD Curriculum Committee. For more information about the ODSN, please contact Dr. Angela Ritten at [angela.ritten@ucf.edu](mailto:angela.ritten@ucf.edu) or Dr. Loretta Forlaw at [Loretta.forlaw@ucf.edu](mailto:Loretta.forlaw@ucf.edu).

## **Graduate Student Association**

GSA is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://facebook.com/groups/UCFgsa/).

## **Professional Development**

The CON strongly supports doctoral student development – hence the Professional Portfolio. Inherent in the philosophy of the faculty, students are mentored closely to learn about professional opportunities and how to develop those necessary skills. Professional development begins with meeting with assigned advisers. Opportunities for professional development are sent via the doctoral listserv. In addition, the UCF College of Graduate Studies website offers numerous opportunities for professional development.

## **University Funding for Doctoral Student Presentations**

Funds may be available for Graduate Studies and/or Student Government to support student travel to present posters and/or presentations.

## **Co-Authorship with Faculty**

Students may collaborate with faculty members and/or fellow students on publications and research presentations. Degree of work on the project determines authorship designation. If faculty members substantially contribute to the paper or presentation, they should be co-authors. It is important to discuss authorship when beginning papers and projects. To obtain financial support to present at a conference (other than through the program) or to engage in comparable creative activity at a professional meeting, visit the Graduate Travel Fellowship section at [graduate.ucf.edu/funding/](https://graduate.ucf.edu/funding/).

## **Instructional Strategies and Resources**

The Faculty Center for Teaching and Learning provides classes and programs designed to assist graduate students with the educational issues they face in the classroom as teaching assistant or as instructors. These resources include assistance in course design and syllabi development, learning theories, and the use of different technologies in the classroom or on the internet. Further information on these resources is available at [fctl.ucf.edu/index.php](https://fctl.ucf.edu/index.php).

## **Pathways to Success Workshops**

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit [graduate.ucf.edu/pathways-to-success/](https://graduate.ucf.edu/pathways-to-success/).

## **Graduate Research Forum**

The Research Forum will feature poster displays representing UCF's diverse colleges and disciplines.

The Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster presentation in each category will be given and all participants will receive recognition.

The College of Graduate Studies and the Graduate Student Association invite all UCF students, community, and employers to attend the Graduate Research Forum. For more information, contact [researchweek@ucf.edu](mailto:researchweek@ucf.edu).

## Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

**Award for Excellence by a Graduate Teaching Assistant** – This award is for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)

**Award for Excellence in Graduate Student Teaching** – This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

For the nomination process and eligibility criteria, see [graduate.ucf.edu/awards-and-recognition/](http://graduate.ucf.edu/awards-and-recognition/).

## Other

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: [csgs.org/](http://csgs.org/) > Awards.

For grant-proposal writing resources: [uwc.cah.ucf.edu/](http://uwc.cah.ucf.edu/).

- The [Florida Board of Nursing](http://www.flnursing.org/) is the top resource for all professional information relating to the field of nursing including information on license and certification, continuing education and more.
- Visit the [Career Network webpage](http://www.aftercollege.com/) available through aftercollege.com for available jobs and internships in the nursing field.
- [The Florida Nurses Association \(FNA\)](http://www.fna.org/) serves and supports all registered nurses through professional development, advocacy and the promotion of excellence at every level of professional nursing practice.
- [American Assembly for Men in Nursing](http://www.aasmn.org/) provides a framework for nurses as a group to meet, discuss, and influence factors which affect men as nurses.
- [National Black Nurses Association, Inc.](http://www.nban.org/) provides a forum for collective action by African American nurses to investigate, define and determine what the health care needs of African Americans.
- [National Association of Hispanic Nurses](http://www.nahna.org/) promotes Hispanic nurses to improve the health of our community.
- [Philippine Nurses Association of Central Florida](http://www.philippinenurses.org/) promotes and upholds a positive image of Nursing and Professional Excellence through active participation in educational programs, community health service projects, and networking with other allied health care professionals while maintain social, cultural and humanitarian endeavors.

## Job Search

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at [career.ucf.edu/](http://career.ucf.edu/).

The [Florida Board of Nursing](http://www.flnursing.org/) is the top resource for all professional information relating to the field of nursing including information on license and certification, continuing education and more.

Visit the [Career Network webpage](#) available through aftercollege.com for available jobs and internships in the nursing field.

The [Florida Nurses Association \(FNA\)](#) serves and supports all registered nurses through professional development, advocacy and the promotion of excellence at every level of professional nursing practice.

[Health+Medical+Jobs website](#) is an excellent online resource for searching health jobs, medical jobs, hospital employment postings, healthcare career opportunities & nursing careers.

## 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.
- [College of Nursing Admissions, Progression and Graduation Petition Form](#)  
Petition Form.
- [College of Nursing Petition Waiver Form](#)  
Petition/Waiver Form
- [DNP Project Committee Appointment Form](#)  
Must be submitted to appoint committee members.
- [DNP Project Defense Notification Form](#)  
Notification of project defense.
- [DNP Project Successful Defense Certification](#)  
Certification of successful defense.
- [DNP Proposal Approval Form](#)  
Proposal approval form.
- [DNP Proposal Defense Notification](#)  
Notification of proposal defense.
- [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.
- [Transfer Request Form](#)  
In order for transfer courses to be requested for use in a UCF degree, the official transcripts from the institution where the courses were taken must be sent to UCF's College of Graduate Studies.
- [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 Primary 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

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