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		Approved Date:	05/20/2024
		Effective Date:	09/11/2020
		Review Date:	2027

POLICY TITLE: DNP ACADEMIC AND PORTFOLIO ADVISEMENT

Policy

The Doctor of Nursing Practice (DNP) portfolio is a collection of required scholarly components completed during the DNP program that demonstrate a student's achievement of the highest level of advanced practice registered nursing. The portfolio is evidence of competency in all domains of Post Masters DNP practice and achievement of the program outcomes reflected by the AACN's *The Essentials: Core Competencies for Professional Nursing Education (2021)* and AONL Competencies (2015). Submission of an acceptable portfolio is a requirement for completion of the DNP program and graduation. Each student is required to complete a DNP scholarly project prior to graduation, which will be included in the portfolio.

DNP Scholarly Project Team

A DNP Chair will be assigned to each student by the MSN/DNP Director upon admission to the DNP program. The Chair will serve as the academic and portfolio advisor throughout the program. Along with the Chair, the student will identify one to two additional members to serve on the scholarly project team. The project team members are selected based upon congruence between the faculty research interests, clinical expertise and the student's area of scholarship and clinical interests and may include a faculty member, practice focused-expert or organizational leader. Students will formally invite potential team members to provide guidance, support, and expertise throughout the scholarly project process through completion.

The Chair and student will meet to discuss strategies and a timeline for development of the portfolio components early in the first semester. The student is responsible for scheduling the first and subsequent meetings with the project team upon confirmation of the team members.

A minimum of two team meetings per term are required to review a student's progress. More meetings may be scheduled as needed.

Portfolio

The portfolio will include a plan with a timeline developed by the student and project team to serve as a guide for progression in the program. Additional faculty or clinical preceptors may be invited to serve as consultants for select components of the portfolio.

A student will complete a prospectus of the DNP Scholarly Project for review and approval by the team. (See Form A). When approved by the team, a meeting will be scheduled with the student, the team and the MSN/DNP Director for final approval of the DNP Scholarly Project prospectus. Students will continue to meet with the team throughout the program for development and completion of the portfolio components.

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Portfolio Components

FNP Track and Administration Track

1. Program Outcomes
2. AACN's The Essentials: Core Competencies for Professional Nursing Education (2021), Advanced-Level Nursing
3. AONL Competencies (2015) for Administration Track
4. Comprehensive patient logs/encounters
5. Completed DNP Scholarly Project
6. Evidence of DNP Scholarly Project Dissemination
7. Curriculum vitae
8. Five-year career plan

Final submission of the portfolio is required in the final semester of study (see DNP Handbook).

Clinical Logs

The Nurse Practitioner Student Tracking System (NPST) is the program used for documentation and storage of clinical patient encounter experiences and portfolio components. Students will maintain a log of clinical hours and patient encounters in NPST in compliance with the requirements of the DNP program. Documentation and storage of clinical patient encounter information will conform to HIPAA guidelines for the protection of privacy and security of health records. The course faculty associated with lab or clinical hours is responsible for verifying clinical logs at the end of each course. In the last clinical course, the MSN/DNP Director will review and verify the entire clinical log. The signed review will be placed in the student's electronic portfolio.

Students should maintain a copy of their portfolio that includes overall clinical hours for their record after graduation.

DNP Scholarly Project

The DNP Scholarly Project will be developed according to established guidelines. If a student obtains faculty assistance or guidance on a presentation or publication in the development of part of the doctoral course requirements, the faculty member's name should be included as an author of the work (see DNP Handbook).

Dissemination of DNP Project

It is strongly encouraged that DNP Project topics are disseminated (i.e. manuscripts, poster submissions, professional conferences, forum presentations, literature review publications, etc.).

Curriculum Vita

A current curriculum vita will conform to the University of Houston College of Nursing (see DNP Handbook).

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Career Plan

A five-year career plan will include short-term and long-term goals with related annual activities.

Approval of DNP Portfolio

The DNP Portfolio is a requirement for successful completion of the DNP program and graduation. Once the portfolio is approved by the DNP Scholarly Project Team, it is forwarded to the MSN/DNP Director for submission to the DNP Committee. A 2/3 vote of approval is required by the DNP Committee for final acceptance of the DNP Portfolio (see Form B).

Attachments: (see below).

DNP Scholarly Project Prospectus Form A

DNP Portfolio Form B

Approved by Gessner College of Nursing Faculty: 04/30/2024

Approved by Dean Kathryn Tart: 05/20/2024



Form A: Approval of DNP Project Prospectus

Student Name: _____

DNP Chair and Committee Member(s): _____

DNP Project Title: _____

DNP Project Description: Attach a typed, 4-5-page description of the proposed project in APA format. A prospectus more than 5 pages in length will be returned for revision without being read. Include the following title/headings in the prospectus:

- Title
- Introduction
- Significance
- Aim
- Plan
- Methods
- Expected outcomes
- Evaluation plan
- References

Approval DNP Project Committee Members:

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

Approval MSN/DNP Director: _____ Date: _____

I understand that the proposed description of the DNP Project is to be followed through project completion. Any changes made to the proposed description will require approval by the DNP Chair, Committee, and the MSN/DNP Director and may result in delays in meeting deadlines for graduation.

Student Signature: _____

Printed Name: _____ Date: _____

Original form to student permanent file; copy to student; copy to DNP Scholarly Project Members; copy to MSN/DNP Director.



Form B: Approval of DNP Portfolio

Student Name: _____

DNP Chair: _____

DNP Team Member: _____

DNP Team Member: _____

DNP Team Member: _____

DNP Portfolio Contents

MSN/DNP Director Initials	Date	DNP Portfolio Contents
		Signed DNP Degree Plan (including Gap Analysis)
		Timeline
		Scheduled Meetings with DNP Project Team
		DNP Scholarly Project Prospectus (Form A)
		Approval of meeting clinical hours by Clinical Faculty in NPST for each Clinical Course (NURS 8336, NURS 8316 or NURS 8326, NURS 8306, NURS 8356).
		Clinical Logs
		FNP/Administration track achievement of DNP Program Outcomes
		FNP/Administration achievement of AACN's The Essentials: Core Competencies for Professional Nursing Education (2021), Advanced-Level Nursing.
		AONL Competencies (2015) for Administration Track
		Curriculum Vitae using appropriate template.
		5-Year Career Plan
		IRB Approval Letter
		IRB Consent Form
		Scholarly Project
		DNP Scholarly Project Dissemination

Original form to student permanent file; copy to student; copy to DNP Scholarly Project Members; copy to MSN/DNP Director.

Approved Date: 5/20/2024



**Andy and Barbara Gessner
College of Nursing**

UNIVERSITY OF HOUSTON

DNP Scholarly Project Team Action

DNP Team Member Name	Signature	Approval/ Disapproval	Date
Chair:			
Member:			
Member:			
Member:			
MSN/DNP Director:			

Original form to student permanent file; copy to student; copy to DNP Scholarly Project Members; copy to MSN/DNP Director.

Approved Date: 5/20/2024