UNIVERSITY OF SOUTHER INDIANA
SCHOOL OF NURSING
Doctor of Nursing Practice Checklist Form

Name:_____ Faculty Mentor:_____

Practice Partner:_____

Please use the Checklist to ensure mentees have met the requirements within each section of the project. This checklist is a guide to help the mentor and the mentee.
It is an expectation that the mentee will review the checklist and initial all items completed prior to sending to the mentor.

Mentor review of the project checklist:

The mentor will review each section of the DPP checklist confirming the outlined requirements have been met.

> If met, the mentor will place their initials in the met box for that section.
> If not met, the mentor will place their initials in the not met box and provide feedback under "Reviewer's Comments" in the sections not met.

Committee review of the project checklist:
> Once the Mentor has approved project proposal and completed a review of the checklist, the mentor will send the initialed checklist to the mentee's committee for review.

Each committee member will:
> If met, place their initials in the met box for that section
> If not met, place their initials in the not met box and provide feedback under the "Reviewer's Comments" in the sections not met.
> The committee member will send the checklist back to the mentor to provide for the mentee.

School level review- **Once ready for school level review**, the **mentor will**:
Remove all comments on the checklist that have been corrected.
Leave the reviewer's initials approving the DPP form as met.
Send the checklist to school level review.
School level review will use the checklist to confirm that each section has been met. If not approved the reviewers will provide feedback on how to meet the requirements on the checklist under "Reviewer's Comments" within each section.

Requirements PART 1

Section	Requirements: DPP Part 1	Met	Not Met/ Comments
PICOT Question	• Appropriate PICOT question that meets all components to include population, intervention, comparison (If applicable), outcome, and time. Reviewer's comments to DNP learner: 1.		
Gap in Practice	• Explains the background and significance of the proposed practice problem with the organization.		

	• Provides internal data to support that thus problem is a priority within the practicum site. • Discusses the current practice for the practice problem, such as the current policy/procedure or what is currently done. Reviewer's comments to DNP learner: 1.		
Population/Problem	• Describes the population and problem in terms of role, age range, diagnosis, procedure, etc. Reviewer's comments to DNP learner: 1.		
Intervention	• Practice recommendations are identified and consistent with the synthesis of the literature. • There is logical progression from the synthesis of the literature from the practice recommendation to the proposed intervention of the project. • Defines the intervention very specifically and operationally so that anyone replicating this project could apply the same intervention. • Describes the DNP learner role in the practice change. • Appropriate appendices are included. Reviewer's comments to DNP learner: 1.		
Comparison	• Discusses the comparison for the intervention which is likely standard treatment or usual care. • If the is no comparison, The DNP learner has discussed the current state versus the desired state of care. • Discusses the potential impact of the practice change to which that the DNP learner will be comparing. Reviewer's comments to DNP learner: 1.		
Outcomes	• Discusses the desirable outcome(s). • The outcome(s) are measurable. Describes how the outcome(s) will be measured. Describes the validity and reliability of any existing tool that they will use. • Describes what point(s) in time the data will be collected and how it will be analyzed. • Measures compliance by discussing what evaluation criteria will use to ensure the planned change occurred as planned. • Discusses the type of data produced by the evaluation tools (e.g., nominal, ordinal, or interval). • Discusses what statistical tests will be used to determine if the selected intervention produced the outcome(s) desired.		

	Reviewer's comments to DNP learner: 1.		
Timeframe	• Provides a detailed and feasible work plan and timeline for completing the capstone. • The timeframe is broken down by milestones within each quarter. Reviewer's comments to DNP learner: 1.		
Determining a need	• Discusses what type of needs assessment was done at the practicum site. • Includes description of conversations with leadership and/or key decision makers, as well as stakeholders who will be impacted by the project. Reviewer's comments to DNP learner: 1.		
Benefits	• Provides information on how the project benefits the organization. • Discusses what outcome(s) are improved, and how, when implementing this change. • Discusses organizational support for the project as well as financial support, if applicable. • Discusses how the practice change will be sustained after completion of the DNP project. Reviewer's comments to DNP learner: 1.		
Area of Expertise	• Discusses the DNP learner's area of expertise after completing this project. • Discusses what leadership skills will be used to implement the change. Reviewer's comments to DNP learner: 1.		
Preceptor	• Discusses how the preceptor will assist the DNP learner in achieving the project goals and implementation of the practice change. • Describes the preceptor's leadership position. Reviewer's comments to DNP learner: 1.		
Leadership	• Discuss how the project demonstrates leadership through the process change. Reviewer's comments to DNP learner: 1.		
Project Level	• Discusses how the focus of the project qualifies as a doctoral level project. • Incorporates AACN's *DNP Essentials* in the justification. Reviewer's comments to DNP learner: 1.		

Requirements PART 2

Section	Requirements: DPP Part 2	Met	Not Met/ Comments
Introduction	• Identify the focus of the project and the significance (includes *at least* 1-2 background studies). • Provides the project goals and the relationship to the PICOT question. Reviewer's comments to DNP learner: 1.		
Review of Literature	• Articles reviewed with <u>a minimum </u>of 20 required, all published within the last five years, unless a seminal article. • Describes <u>extensive</u> review of the literature (including keywords, search phrases, databases used, number of articles found, inclusion/exclusion criteria, number of articles retained, and why). • Provides information on the significance of the problem such as the following: incidence and/or prevalence, national data and quality/regulatory exceptions, impact on patient, family, healthcare system, financial implications, cultural, healthcare policy, quality, safety, legal, and ethical implications if pertinent. • Thorough review and critical analysis of literature. • Synthesis of evidence supporting the question and project. This is **<u>not </u>**an annotated bibliography. • Provides completed evidence table. Reviewer's comments to DNP learner: 1.		

Framework	• Describes theoretical framework or conceptual model. • Connects study goals and PICOT to framework or model. • Defines study variables. • Describes and study assumptions. Reviewer's comments to DNP learner: 1.		

Method	• Describes project design, setting, population, and sampling.
	• Describes human subject's protection methods (as applicable).
	• Identifies outcome measures.
	• Describes implementation plans including thorough description of implementation process; psychometric properties (reliability and validity) of and instruments used; status of permission to use instruments; procedures for data collection.
	• If the instrument is not public, permission to use the instrument is attached as an appendix.
	• Describes project evaluation including type of data analysis.
	• Discusses the anticipated findings.
	• Discusses the study limitations:
	    Factors that might limit internal validity.
	    What efforts will be taken to minimize and or adjust for the limitations?
	
	Reviewer's comments to DNP learner:
	1.		

Sampling	• Discusses the inclusion and exclusion criteria. Reviewer's comments to DNP learner: 1.		
Meet Program-Specific Requirements for Proposal/Research Plan Approval	• Completes evidence table, includes all references in DNP. • Complete reference list for DPP. Reviewer's comments to DNP learner: 1.		
Write with Logic, Flow, Etc.			

Write with Proper Grammar, Usage, APA Etc.			
Date of DNP learner's Revision(s)			
Date of Preceptor Revision(s) Request/Approval			
Date of Committee Revision(s) Request/Approval			

Revised May 2018