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 DNP practice and achievement of the program outcomes, *Essentials of Doctoral Education for advanced Nursing Practice* (AACN, 2006), AONL Competencies (2015), and QSEN Competencies. 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 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 members of the team are selected based upon congruence between the faculty research interests, clinical expertise and the student's area of research 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. Students are responsible for scheduling a meeting with the entire team upon confirmation of the team members. A plan with timelines will be developed by the student and the team at the first team meeting 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. Periodic meetings to review the student's progress are arranged by the student or the team a minimum of twice a term or more often if indicated.

A student will complete a prospectus of the DNP Scholarly Project for review and approval of the team. (See Form A). When approved by the team, a meeting will be scheduled with the student, the team and the 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.

Portfolio Components
FNP Track

- Program Outcomes
- AACN DNP Essentials
- QSEN competencies

- Comprehensive patient logs/encounters
- Completed DNP Scholarly Project
- Minimum of one manuscript submitted for publication
- Curriculum vita
- Five-year career plan

Administration Track
- Program Outcomes
- AACN DNP Essentials
- QSEN competencies
- Comprehensive patient logs/encounters
- Completed DNP Scholarly Project
- Minimum of one manuscript submitted for publication
- Curriculum vita
- Five-year career plan

Although submission of the portfolio is required in the final semester of study, it is highly recommended that students begin compiling the portfolio from their first course (See DNP Handbook).

Clinical Logs

Typhon is the computer 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 on Typhon 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 DNP Chair will review and verify clinical logs at the end of each clinical course. The signed review will be placed in the student's electronic portfolio.

Students should maintain a copy of their clinical records. Data about clinical experiences and practice hours will not be provided to students at the completion of the DNP program by UHCON. Students are required to maintain and save their logs of clinical hours for their use.

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)

Manuscript Publication

A minimum of one first author manuscript related to clinical practice in a peer-review journal recognized as a scholarly health care journal is required. A copy of the manuscript along with verification of submission of the manuscript to a peer-reviewed journal constitute evidence of meeting the publication requirements.

Curriculum Vita

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

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 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)

Approved by CON Faculty: 09/11/2020

Approved by Dean Kathryn Tart: 09/14/2020