

University of Detroit Mercy
McAuley School of Nursing



UNIVERSITY OF
DETROIT
MERCY

Doctor of Nursing Practice (DNP)

Practicum Handbook

2024-2025

TABLE OF CONTENTS

PREFACE.....	2
DNP PRACTICUM AND HOURS.....	2
MENTORING EXPECTATIONS	3
The Mentor’s Role and Expectations	3
The DNP Student’s Role and Expectations.....	3
The DNP Faculty’s Role and Expectations.....	4
Processes for Selecting and Approving Mentors	5
Evaluation of the Practicum.....	5
AGENCY REQUIREMENTS.....	5
ACE PASSPORT Requirements (if applicable).....	5
GUIDELINES FOR PRACTICUM CONDUCT	6
Practicum and Hours Log.....	7
Mentor Data Sheet	8
Evaluation Form: DNP Student	10
Mentor and Site Evaluation	12

PREFACE

The McAuley School of Nursing (MSON) Doctor of Nursing Practice (DNP) Practicum Handbook describes the current policies and procedures that are unique to the Doctor of Nursing Practice program at the University of Detroit Mercy. The purpose of this handbook is to assist students with the expectations for the practicum hours that are obtained throughout the program. The Handbook is an evolving document that is revised and updated periodically. It is important to note that expectations outlined in this handbook apply to students in the year in which they were admitted. It is designed to complement the MSON Graduate Handbook and the University of Detroit Mercy Graduate Catalog which provides detailed information regarding programs of study, course descriptions and University Graduate Program policies and procedures. It also complements the DNP Scholarly Project Handbook and Mentor Handbook.

DNP PRACTICUM AND HOURS

Post Master's DNP students must complete a total of 1000 post BSN clinical hours. Post Master's entry students are permitted by the Commission on Collegiate Nursing Education (CCNE) to be credited up to a maximum of 500 hours for mentored clinical experience during their master's program. As a minimum of 500 clinical hours are required for the APRN national certification exams (nurse practitioner, clinical nurse specialist, nurse anesthetist or nurse midwife), these hours will be awarded with admission to the program. The remaining 500 hours are completed throughout the coursework in the program and the completion of the doctoral project. For students with a non-APRN master's degree in nursing, individual transcripts and master's program requirements will be reviewed to determine the number of clinical hours awarded and the number of hours to be completed in the doctoral program.

Field experiences to enable achievement of the DNP essentials are embedded across the program to support development of the DNP competencies. The practicum course (NUR 7900) provides opportunity for students to plan experiences that advance and merge the DNP essentials with their personal scholarly goals. In the seminar that accompanies this course, students will integrate DNP role behaviors into clinical practice. A focus on transformational leadership in the practice setting to deliver advanced practice nursing services to individuals, families, communities, populations, or systems is emphasized.

Practicum experiences must be discussed and approved by the faculty advisor and course faculty. The faculty will assist the student with determining the practicum plan. Practicum experiences can be completed in a variety of community agencies or with a selection of mentors. Experiences outside of the student's place of employment are encouraged, but students may complete this within their place of employment as long as the experience permits achievement of the competency or the student's individual goals. Student experiences are supervised by the respective faculty in the courses where they occur.

Hours spent conducting the Doctoral Project as they relate to MSON program objectives and achievement of the DNP Essential Competencies (2006) also contribute to meeting the required 1000 clinical hours. Students will track hours throughout the program.

The DNP practicum is considered a collaborative endeavor that involves mentors, the student and faculty. Each has a specific role to advance the DNP student's knowledge and skills in practice.

MENTORING EXPECTATIONS

The Mentor's Role and Expectations

The primary role of the mentor is to provide the DNP student with a unique practicum or organizational level experience to achieve the defined objectives as identified by the student. A successful practicum experience is achieved through the student-mentor faculty relationship in which each member of this educational team contributes to the student's learning experience.

The general expectations of mentors are to:

- Serve as a mentor and role model for the DNP student.
- Identify and discuss with the DNP student identified learning needs to meet objectives.
- Oversee the practicum experience based on objectives provided by the student in collaboration with the DNP faculty and mentor.
- Meet with the DNP student prior to discuss details and logistics of the experience including dates and times.
- Serve as a host, sponsor, teacher, and role model for the student at the practicum site.
- Assess opportunities and experience that will enable the student to meet their learning objectives.
- Direct and support strategies to facilitate the development and implementation of evidenced based standards of care and/or practice guidelines.
- Guide the DNP student to refine interpersonal skills and promote effective communication with patients and colleagues.
- Provide feedback to the UDM DNP faculty regarding the DNP student's achievement of the objectives for the experience using the evaluation form
- Demonstrate attitudes and qualities consistent with the ethics of the health professions
- Immediately report to the UDM DNP faculty any student behaviors that influence or threaten the safety of populations or place the practicum site at risk.
- Notify UDM faculty when the DNP student demonstrates minimally acceptable performance.

Students and mentors are expected to collaboratively complete student evaluation forms.

The DNP Student's Role and Expectations

DNP students should enter their practicum course with a general idea about their goals for the practicum including the DNP competencies they want to bolster, their specific area of interest and the focus of their DNP project. DNP students are responsible for being self-directed in identifying their initial and ongoing

learning needs and seeking learning opportunities to address their needs. A successful practicum experience is achieved through the student-mentor-faculty relationship in which each member of this educational team contributes to the student's learning experience. The general expectations of students in the practicum experience are to:

- Develop realistic, meaningful learning objectives in collaboration with DNP advisor, course faculty and mentors to meet course requirements and advance the student's knowledge and skill in their identified learning needs and their specialty focus area.
- Identify mentors and experiential learning opportunities focused on achieving defined learning objectives.
- Select mentors based on their qualifications to support achievement of the student's learning objectives.
- Ensure that the DNP advisor and course faculty approves the mentor arrangement and learning objectives before beginning practicum hours.
- Meet with the mentor prior to the practicum experience to discuss details and logistics of the experience including dates and times.
- Provide the practicum site with the necessary licensure, insurance and health or educational information as requested, including completion of ACEMAPP requirements, if applicable (see below).
- Schedule and complete practicum hours.
- Exhibit a professional demeanor at all times in the practicum setting.
- Consider the expression of appreciation to mentors for their dedication, mentoring, and teaching at the end of the mentored experience.
- Document practicum hours and experiences.
- Complete the DNP Mentor/Site Evaluation Form – Student and submit to course faculty.

The DNP Faculty's Role and Expectations

DNP course faculty members are responsible to oversee the DNP student's practicum experience. DNP faculty work closely with students, mentors, and project chairs to support the student's achievement of their specific learning objectives along with the confidence to experiment with newly learned skills. DNP course faculty facilitate application of theoretic concepts to practice, assist with identification of appropriate practicum sites and mentors, and establish collaborative relationships with mentors. The general expectations of faculty in the practicum experience are to:

- Serve as a mentor and role model for DNP students.
- Ensure institutional affiliation agreements (if required) and individual mentor agreements are established (if required) for student practicum experiences.
- Collaborate with DNP student and mentor as needed to establish realistic, meaningful learning objectives to meet course requirements and student's identified needs.
- Provide documents that describe the mentoring and practicum experience.
- Use appropriate teaching methods to help the student negotiate the practicum experiences.
- Be available to mentor for questions, problems, and concerns throughout the practicum experience.
- Provide consultation and/or support for mentor when needs or problems are reported.

- Supervise and evaluate student achievement of learning objectives.
- Demonstrate attitudes and qualities consistent with the ethics of the health professions.

Processes for Selecting and Approving Mentors

Individuals who serve as mentors for graduate students in the DNP program must meet the following qualifications:

- Formal education and professional experience as required for the professional role and practice area; preferably an earned graduate degree or its equivalent in a specialty area of practice.
- State licensure as required for the professional role and practice area if applicable.
- Practice expertise derived from practical and theoretical preparation for individuals in practice roles. Administrative or management expertise derived from practical and theoretical preparation for individuals in administrative or public health positions.
- Commitment to assist students to develop unique aspects of a particular role and meet defined learning objectives as established by the program of study.
- Signature on mentor form affirming commitment.

Course faculty approve all mentors, practicum sites, and student learning objectives for the practicum experience to ensure achievement of students' learning needs and course and program objectives.

Evaluation of the Practicum

Mentors are asked to evaluate student's achievement of their individual learning objectives at the end of the practicum experience. Students are also responsible to evaluate the mentor and the practicum site at the completion of the experience. These forms are in the mentoring handbook. Faculty collect data to also evaluate the practicum experiences.

AGENCY REQUIREMENTS

Students completing practicum experiences in other institutions, health centers or private offices must meet the clinical requirements established by the individual organization. This may include but is not limited to proof of licensure and certification, negative PPD test, criminal background checks, drug testing, fingerprinting, proof of immunizations, current influenza vaccination, etc.

ACE PASSPORT Requirements (if applicable)

The MSON utilizes the [ACE PASSPORT](#) system to certify educational and healthcare institutions that students have completed certain requirements prior to the start of their clinical placement. This is a web-based online learning system and provides the vehicle for centralized record keeping of the HIPPA, OSHA, and Blood Borne Pathogens requirements that all of the health systems in Southwest Michigan require. The ACE PASSPORT System is also a centralized record keeping system for the student's demographic information and student's immunization, CPR, and TB results. All students will be required to register and pay for the ACE PASSPORT System once a year. All students will complete the Mandatory exams on the ACE PASSPORT System prior to

clinical. Dates for completion will be announced and failure to complete these mandatory requirements prior to the designated date by which students have been notified will result in the administrative withdrawal from the course by the Office of the Associate Dean.

Students cannot enroll into the ACE PASSPORT System until all documents have been submitted to an administrative assistant and uploaded into the system. Once you are uploaded, you will receive an email which will enable to register and complete the mandatory exams.

Not all DNP practicum experiences will require enrollment in the ACE PASSPORT systems. It is the purview of each respective organization.

GUIDELINES FOR PRACTICUM CONDUCT

While participating in any program activity outside of the University of Detroit Mercy campus, such as clinical offices, hospitals, colleges or universities, or care settings, students should present a professional, business casual, appearance. The program identification/name tag MUST be worn while at any practicum site. In addition to the UDM name tag, the clinical agency may issue an identification badge that must also be worn at all times while on those sites.

DNP students must also consistently demonstrate professional behaviors when interacting with community stakeholders, organizational leaders, professional health care providers, or individual patients or patient groups. This includes consistently demonstrating concern for the welfare of patients and embodying professional respect and collaboration through working with interprofessional colleagues. Students may become intimately involved with projects that support agency goals and initiatives. All interactions should be treated with the utmost confidence. Confidential documents should not be removed from the clinical agency.

At all times, the graduate students will uphold the [Code of Ethics for Nurses \(ANA\)](#).

Practicum and Hours Log

DNP Practicum and Project Hours Tracking Form

Name: _____ TO# _____

Master Level Mentor Practice Based Hours

A maximum of 500 hours can be awarded for APRN national certification. For students with a non-APRN master's degrees in nursing, individual transcripts and master's program requirements will be reviewed to determine the number of clinical hours awarded and the number of hours to be completed in the doctoral program.

APRN Certification:

Specialty: _____ Certification Date: _____ Hours: _____

Other Advanced Nursing Practice Preparation

Specialty: _____ Mentored Clinical Experience Hours: _____

Specialty: _____ Mentored Clinical Experience Hours: _____

Source	Date	Activity	DNP Essential	Program Objective	Hours/Cumulative
APRN Certification					500
Previous Master's Work					
NUR 7500					4
HLH 7100					24
NUR 7350					8
NUR 7300					40
NUR 7200					28

Mentor Data Sheet

**University of Detroit Mercy
McAuley School of Nursing
DNP Mentor Data Sheet**

Student: _____
Date: _____

Mentor's Name/Credentials:

Position/Title:

Facility Name:

Mailing Address:

City, State, Zip:

Email Address:

Preferred Telephone Contact Number:

Fax:

The purpose of the mentorship is for educational training and mentorship in the area of doctoral competencies related to business practices, organizational and systems thinking, informatics and technology for use in health care practice, program evaluation and clinical care. I agree to participate as a mentor.

Signature

Date

Please complete below or submit CV/resume:

Education

Institution/College/University	Degree Earned	Year

Professional Employment Experience (most recent)

Role/Employer	Dates

Professional Credentials/Licensure (if applicable)

Professional License and Number	State	Expiration
Certification Type (if applicable)	Certifying Board	Expiration
Other:		

Evaluation Form: DNP Student Performance

University of Detroit Mercy
 McAuley School of Nursing
 Doctor of Nursing Practice Program
 Mentor Evaluation Form: DNP Student Performance

Student's Name: _____

Mentor: _____ Site/Agency: _____

DNP Student Expectations/Objectives: Students are expected to develop specific objectives for the practicum experiences with the approval of the faculty advisor.

Description of Practicum/Professional Activities for this site. (to be filled out by the student)

Mentor Expectations: Mentors provide feedback on the student's performance based on the specific objectives for the activity.

Practicum Objectives (completed by student)	Expectations Met (circle)	Comments (completed by mentor)
	YES PARTIAL NO	
	YES PARTIAL NO	
	YES PARTIAL NO	
	YES PARTIAL NO	

How would you rate this DNP student's achievement of their objectives? Please Circle

Outstanding Above Average Below Average Not Applicable

Comments:

Student Signature: _____ Date: _____

Mentor Signature: _____ Date: _____

Evaluation Form: Mentor and Site Evaluation

