

**CLINICAL DISSERTATION GUIDELINES
FOR NDSU DOCTOR OF NURSING PRACTICE
GRADUATE PROGRAM**

This manual is printed by the NDSU Department of Nursing

Table of Contents

Doctor of Nursing Practice Clinical Dissertation: What Is It?	3
DNP Clinical Dissertation Committee Guidelines	5
Clinical Dissertation Proposal	7
Written Project Proposal Format	10
DNP Comprehensive Examination/DNP Final Clinical Dissertation Defense	11
Clinical Dissertation Final Report Format	13
Types of Clinical Dissertations	15
Statement of Mutual Agreement Guide	18
Agency Letter of Support Sample	20
Sample Memorandum of Understanding	21
Clinical Dissertation Proposal Presentation Format	23

DOCTOR OF NURSING PRACTICE CLINICAL DISSERTATION: Description

Clinical doctoral degrees are distinguished by the completion of a Clinical Dissertation that demonstrates synthesis of the student's work and lays the groundwork for future practice scholarship. The Doctor of Nursing Practice (DNP) Clinical Dissertation is a scholarly experience that implements the principles of evidence-based practice and implementation science under the guidance of faculty. The Clinical Dissertation may take a number of forms. The theme that links the varied Clinical Dissertation projects is the use of evidence to improve either clinical outcomes or to resolve the gap between evidence and implementation of the evidence in clinical practices/agencies and community policies.

Clinical Dissertation Steps:

Step 1: Review the Clinical Dissertation process. Select your committee chair followed by the addition of remaining committee members. You are expected to have a total of 4 committee members, including your committee chair. The committee should include 3 DON faculty (one can be replaced by a community/agency person affiliated with your Clinical Dissertation), and a graduate appointee (for a total of four members). At least one member of the committee must be an NP faculty member. The community person should be requested after your Clinical Dissertation project is defined. Discuss an area of interest with your committee chairperson.

Step 2: With your committee chair's permission, contact the agency, if applicable, to discuss your interest in collaborating with this site. If the project is agreed upon, determine that an affiliation agreement is in place (if needed) between NDSU and the agency. Your committee chair will help you determine this and assist you in the process.

Step 3: Enroll in 797S-1 and develop your proposal for the specific Clinical Dissertation using the proposal guidelines on page 10.

Step 4: Set up a meeting to obtain committee approval for your Clinical Dissertation proposal prior to beginning the specific Clinical Dissertation project. You must get approval from your committee chair prior to scheduling the proposal meeting.

Step 5: Continue taking Clinical Dissertation courses (797S-2, 797S-3).

Step 6: Conduct the project and write the final report with continual supervision by the DON Clinical Dissertation committee chairperson.

Step 7: Request to schedule a DNP final examination (final defense and presentation of the Clinical Dissertation project). See the NDSU Graduate School website/
http://www.ndsu.edu/gradschool/current_students/.

Step 8: Present your project, defend, and obtain approval from the Dissertation Committee, Department of Nursing Chair and NDSU Graduate school indicating that you have met the expectations for rigor and academic excellence commensurate with the expectations for the degree of Doctor of Nursing Practice.

Step 9: Submit the final Clinical Dissertation report in the designated format to the chair and committee members.

Step 10: Express appreciation, i.e. a thank you letter, to the agencies and persons with whom you have collaborated.

DNP CLINICAL DISSERTATION COMMITTEE GUIDELINES

Overview:

The Clinical Dissertation is an in-depth and integrative practice experience which results in a practice-related written product which is subjected to peer and/or professional scrutiny.. The Candidate is required to submit a Clinical Dissertation proposal for review, which should be developed under supervision of the Chairperson and approved by members of the Clinical Dissertation Committee. The Clinical Dissertation must be approved by the DNP Clinical Dissertation Committee of at least three members selected by the Candidate and one member appointed by the Graduate School.

DNP Clinical Dissertation Chair:

By the end of the second semester of the DNP program, the student should identify their DNP Clinical Dissertation Chair. The DNP Clinical Dissertation Chair may be the student's DNP advisor or another nursing graduate faculty member. The selection of the Clinical Dissertation Chair must be communicated in writing to the Academic Assistant of the DON Graduate Program and in accordance with University policy by submitting a completed Program of Study form.

DNP Clinical Dissertation Committee:

After the DNP Clinical Dissertation Chair has been identified, the student should meet with that Chair to select his/her DNP Clinical Dissertation Committee members. The DNP Clinical Dissertation Committee should be constituted no later than the end of the second semester of the DNP program. The DNP Clinical Dissertation Committee will include a total of four members and must be comprised of faculty as approved by the Graduate School. At least two members (including the chair) must be from the Department of Nursing; on Nursing Faculty member must be a licensed NP. A third member may be another Department of Nursing Faculty member or a clinical or agency community member (see the following section). The fourth member will be appointed by the Graduate School. All members should bring expertise in the clinical nursing phenomena of interest, the methodology used in the project, or other knowledge related to the student's DNP Clinical Dissertation.

Appointing an Outside Clinical or Agency DNP Clinical Dissertation Committee

1. Select an outside member with consultation from committee chair.
2. Outside member must be an expert in the area of scholarly inquiry providing a link from the clinical agency to the DNP committee
3. Outside member submits a curriculum vita for DNP committee chair review and approval
4. Committee chair writes a recommendation letter describing the rationale of having the outside member on the committee.
5. Submit CV and letter of recommendation to Nursing Department Chair to sign
6. Letter and CV are forwarded to the graduate school for approval along with Plan of study

Role of the Clinical Dissertation Committee:

Role of Chairperson:

1. 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 problem which the Candidate has independently identified.
2. The Chairperson will assure NDSU and agency IRB compliance (as needed); guide the preparation of the Clinical Dissertation proposal, development, implementation, and evaluative process; and the final write-up.
3. The Chairperson is responsible for ensuring that the entire Committee meets with the student for the Candidate's Clinical Dissertation proposal for review and approval. There will be at least two meetings of the entire Committee, one for the approval of the proposal and one for presentation and evaluation of the project when it is completed. It is expected that the project will be of significant rigor to lead to a publishable product. It is also expected that the project will be of use to the agency (if applicable) where the student conducted the project.

Role of Committee Members:

It is expected that all materials and communication, i.e. scheduling of proposal and defense meetings, first be approved by the DNP Committee Chair.

1. Critique draft of the Clinical Dissertation proposal.
2. Participate actively in the Committee meeting on the Clinical Dissertation proposal.
3. Review draft of the final Clinical Dissertation, and the final Clinical Dissertation product; share critique and concerns with the student and the Chairperson prior to or at the time of final oral defense.
4. Potentially a committee member may participate in the scholarly dissemination of the Clinical Dissertation project.

CLINICAL DISSERTATION PROPOSAL

DNP Clinical Dissertation Proposal Meeting:

The DNP clinical dissertation proposal meeting serves as the primary component prior to initiation of the Clinical Dissertation. The members of the DNP Clinical Dissertation Committee may ask additional fundamental and developmental questions, which cover the first year of DNP coursework at their discretion. The student should prepare for the meeting by reviewing the relevance of their completed course work to the proposed project and have formulated strong rationale for the significance and design of the proposed project. This meeting is intended to determine if a student is prepared and qualified to begin work on the proposed Clinical Dissertation. To be eligible to schedule the Clinical Dissertation proposal meeting, a student must have a DNP Clinical Dissertation Committee in place and have completed the first two semesters of doctoral course work as specified by the DNP Plan of Study.

The approval/conditional approval with changes/disapproval of the project by the student's DNP Clinical Dissertation Committee will serve as documentation of the student's performance. If a student does not receive approval of the project proposal by the Committee, the student must correct any deficiencies as determined by the Committee. If the student receives disapproval, they must meet again with the DNP Clinical Dissertation Committee following approval from their chair reconvene the committee. Students are allowed to repeat the Clinical Dissertation proposal defense once. If the student fails to receive approval for the Clinical Dissertation after the second attempt, the student may be dismissed from the DNP program.

Once the Committee has approved the Clinical Dissertation proposal, that student is considered ready to start the Clinical Dissertation.

Preparation of the Clinical Dissertation Proposal:

1. The Clinical Dissertation proposal should include a needs assessment, clear rationale for all project components, and problem statement for the project. The Clinical Dissertation proposal should also include goals, objectives, project activities, project time table, necessary resources, and an evaluation plan (see page 10). The Clinical Dissertation proposal is characterized by logical progression of thought, good literary style, and acceptable practices of scholarly writing.
2. The Clinical Dissertation proposal should adhere to the most recent edition of the Publication Manual of the American Psychological Association (APA) and in accordance with all NDSU academic integrity policies.

Clinical Dissertation Proposal Approval Meeting:

1. The Candidate, Chairperson, and members of the Candidate's Committee must participate in the proposal review meeting. The Chairperson is responsible for recording major points made during the meeting and the recommendations for revision, if any.
2. The Candidate should be prepared to discuss the entire proposal and provide rigorous rational for the project's significance and proposed project design/methods.
3. At completion of the proposal review meeting, the Chairperson will summarize the major points raised by the reviewers and ask for their recommendations. The Chair will draft an official form documenting the requested revisions that will be signed by the Chair and student and sent to the student, committee members, and the graduate school academic assistant.
4. The Committee may choose to:
 - a. Accept the proposal as is or conditionally accept with minor revisions without additional committee review;
 - b. Require minor revisions that must be subsequently approved the Chair;
 - c. Major revisions that require subsequent approval by the full committee;
 - d. Reject the proposal
 - e. If a Candidate does not put forth a proposal that is considered acceptable by the Committee after two submissions, the Candidate can be dismissed from the program;
 - f. 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 on the revision. The Committee will review the new proposal and all prior steps will be repeated.
5. Required Procedures:
 - a. **After** Committee acceptance of the proposal, the student must apply for IRB approval, as needed, to the official IRB committee(s) at the site(s) of data collection/ project implementation. Approval from agency IRB or a letter documenting a waiver of IRB review must be forwarded, along with the completed application form of the cooperating agencies, to the Chairperson and NDSU IRB in a timely manner. No data can be collected

until IRB approval has been obtained from both NDSU and the involved agency.

6. **Protocol for communication between the Candidate and Chair for the Clinical Dissertation**. For the purpose of federal guidelines involving human subjects, the Clinical Dissertation Chair is considered the Principal Investigator of the Clinical Dissertation. In addition, any external communication or reporting about the Clinical Dissertation reflects on NDSU and the DON. Therefore, it is important that the Candidate keep the Chair informed as follows:
- a. Communicate with the Chair of the Committee before submitting any grants to fund all or part of Clinical Dissertation.
 - b. Communicate with the Chair of the Committee before submitting any abstracts for conferences or publications that will report findings.
 - c. Communicate with the Chair of the Committee before submitting to the public domain any materials that are an integral component of the Clinical Dissertation.
 - d. Determine the appropriateness of copyrighting the Clinical Dissertation with the inclusion of any instruments (e.g. in Appendix) authored by another (whether copyrighted or not).

WRITTEN PROJECT PROPOSAL FORMAT

1. Title Page
2. Table of Contents
3. Body of the Paper
 - a. Introduction/Background
 - b. Significance of Proposed Project/Intervention
 - Problem Statement or Purpose – Identification of the challenges, problems, situations, opportunities leading to the proposed project.
 - c. Literature Review and Synthesis
 - d. Theoretical Framework
 - e. Congruence of the Project to the Organization's Strategic Plan/Goals
 - f. Project Objectives
 - g. Project Design
 - As appropriate to the individual project and determined by the advisor and mentor, the DNP student will include a needs assessment, market analysis, strategic analysis, and/or product/services, sales/marketing, operations, and financial plan that justifies the need, feasibility, and sustainability of the proposed project.
 - Evidence Based Project /Intervention Plan – Describe in detail the project plan
 - Timeline of Project Phases
 - Resources – Personnel, Technology, Budget, etc.
 - h. Evaluation Plan
 - For each objective, include specific details as to how your project will be evaluated. What evidence-based measures will be applied to the evaluation plan? What evidence-based measures/instruments were used for each objective? What method of analysis will be used for each objective? The evaluation plan should include an evaluation model or theoretical framework as appropriate.
 - i. Protection of Human Subjects
 - Risk to Subjects
 - Human Subjects Involvement and Characteristics (*describe who will be included in the proposed project*).
 - Potential Risks (*describe potential risks to human subjects*).
 - Adequacy of Protection Against Risks
 - Recruitment and Informed Consent (*describe how participants will be recruited and how informed consent will be obtained*).
 - Protection Against Risk (*how will risk to the participants be minimized?*)
 - Potential Benefits of the Proposed Project to the Subjects and Others
 - Importance of the Knowledge to Be Gained
 - Inclusion of Women and Minorities
 - Inclusion of Children

DNP COMPREHENSIVE EXAMINATION/ DNP FINAL CLINICAL DISSERTATION DEFENSE

This oral examination serves to determine that the student has met all the requirements of the Clinical Dissertation and has completed a project reflective of practice doctoral level academic and clinical work. Approval of the final defense of the Clinical Dissertation project by the DNP Clinical Dissertation Committee serves as documentation that the student has met all project expectations and is eligible for graduation, once all academic and clinical requirements have been met. If a student does not pass the exam, the student must correct any deficiencies and meet again with the DNP Clinical Dissertation Committee. Students are allowed to repeat the final defense once. If the student fails the project defense a second time, the student may be dismissed from the DNP program. Students who do not complete the Clinical Dissertation project or do not pass the final defense of the project before completion of DNP program coursework are required to maintain registration in a minimum of one credit of coursework each semester until the final defense of the Clinical Dissertation is completed and approved by the DNP Clinical Dissertation Committee.

The DNP Comprehensive Examination and DNP Final Clinical Dissertation Defense must be completed in accordance with the NDSU Graduate School official dates and deadlines: <http://www.ndsu.edu/gradschool/>.

Preparing the Final Presentation of the Clinical Dissertation Project:

1. The final draft of the Clinical Dissertation project report should be prepared in strict adherence with the NDSU Graduate School (http://www.ndsu.edu/gradschool/current_students/dtp/) and APA guidelines and in accordance with the NDSU academic integrity policies (<http://www.ndsu.edu/fileadmin/policy/335.pdf>)
2. Upon approval from the Committee Chair, the student will schedule the final project presentation. The project presentation will include a public presentation detailing the DNP Dissertation project. This presentation will last approximately 30 minutes, including time for audience questions and student responses. Following the public presentation, the Dissertation Committee members will continue to meet with the candidate to discuss the Clinical Dissertation project, DNP courses, and role as an advance practice nurse.
3. In addition to successfully defending the DNP Dissertation project, the Candidate must present his/her student portfolio documenting achievement of the program outcomes and DNP essentials listed in the graduate nursing handbook. The student must satisfactorily present to the Committee that he or she is qualified to receive the degree of Doctor of Nursing Practice. Following the completion of DNP Dissertation defense and student portfolio presentation, the Clinical

Dissertation Committee will ask the Candidate to leave as they initiate the voting process.

4. In the event of two or more negative votes, the Candidate fails the Clinical Dissertation. The Committee must make recommendations to the Chair regarding next steps. The Committee may recommend significant revisions of the Clinical Dissertation 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 project. In the event of two failures, the Candidate will be dismissed from the program. Students who are dismissed from the program may file a grievance according to the NDSU policy (<http://www.ndsu.edu/fileadmin/policy/337.pdf>)
5. Once the Clinical Dissertation Committee votes to confer the degree and has received the final revised Clinical Dissertation project report, the Comprehensive Exam Results form must be signed and Chair is responsible for returning it to the Graduate School and the student DON file. The student is responsible for having a graduation audit done and for submitting a request to graduate with the Graduate School. The student is responsible for knowing the dates for submission of forms and projects in order to graduate (http://www.ndsu.edu/gradschool/current_students/).
6. It is customary to give each committee member a final electronic copy of the clinical dissertation and offer the Committee Chairperson a bound copy of the Clinical Dissertation; however, some chairpersons may prefer an electronic copy only. The Clinical Dissertation needs to go to the Graduate School for final approval or publication.

CLINICAL DISSERTATION FINAL REPORT FORMAT

The report of the DNP project is to be submitted electronically to the graduate school (once revisions are complete).

1. The report is to be consistent with APA style and NDSU Graduate School guidelines; the report must adhere to official NDSU academic integrity policies. It is to be formatted in a readable typeface using 12 point font type. The narrative body is to be printed in regular font. Page numbers are to be placed at the right upper corner, three quarters of an inch (3/4") from the top and one inch (1") from the right edge. The left margin is to be one and one-half inches (1.5") from the left edge to allow for binding.
(http://www.ndsu.edu/gradschool/current_students/). It is important to note that although the final report will include elements from the written proposal, it is a distinct report and should be carefully edited.
2. The report should be organized and at a minimum the report should include:
 - a. **Title Page.** This includes the name of the project, student name and academic credentials, name of academic Institution, and the words, "in partial fulfillment of the requirements for the Doctor of Nursing Practice Degree"; copyright.
 - b. **Abstract.** This is no more than one page long and inserted as the first page behind the title page. The abstract should contain summary elements from Sections C-G below and be 350 words or less. The summary provides an overview of the project. (http://www.ndsu.edu/gradschool/current_students/dtp/).
 - c. **Table of Contents.**
 - d. **Chapter 1: Introduction**
 - Background and significance
 - Problem statement
 - Project description with purpose and objectives.
 - e. **Chapter 2: Literature Review and Theoretical Framework**
 - f. **Chapter 3: Project Design**
 - Project implementation
 - NDSU/Agency IRB Approval
 - Data collection(Descriptions of technical equipment, instruments, key personnel, etc., should be placed in the appendix, memorandum of understanding.)
 - g. **Chapter 4: Evaluation**

- For each objective, include specific details as to how your project was evaluated. What evidence-based measures were applied to the evaluation plan? What evidence-based measures/instruments were used for each objective? What method of analysis was used for each objective? The evaluation should be guided by an applicable evaluation model or theory, as indicated, and may include both process and outcome evaluation measures.

h. **Chapter 5: Results.**

- Presentation of findings
These should be written in accord with each project objective. To what extent was the objective achieved? For each objective discuss the key facilitators that made the objective achievable and the key barriers.

i. **Chapter 6: Discussion and Recommendations.**

- Interpretation of results
- Limitations
- Recommendations for the site at which the project was conducted and be specific. Should the project be continued, expanded, reduced, or phased out? What kinds of projects should be done next? Are any on-going evaluations needed for phases outside the scope of the DNP project? Place your recommendation within the framework of the organization's strategic plan, and be sure to recommend who needs to be involved in or responsible for future phases. Next, write recommendations regarding the possible application of this project in other settings.
- Implications for practice. The implication for practice section should include a dissemination component. Students will write a 4-5 page executive summary of project and include as an appendix.
- Implications for future research
- Application to other DNP Roles, i.e. leadership, advocacy.

TYPES OF CLINICAL DISSERTATIONS

TYPES OF CLINICAL DISSERTATION PROJECTS INCLUDE BUT ARE NOT LIMITED TO:

This list reflects a range of types of scholarly projects. This is a sample list and is not exhaustive.

Translate research into practice application:

- Quality improvement (care processes, patient outcomes).
- Implement and evaluate evidence-based practice guidelines.
- Analyze policy: develop, implement, evaluate, or revise policy.
- Design and use databases to retrieve information for decision making, planning, and/or evaluation.
- Conduct financial analyses to compare care models and potential cost savings, etc.
- Implement and evaluate innovative uses of technology to enhance/evaluate care.
- Design and evaluate new models of care.
- Design and evaluate programs.
- Provide leadership of inter-professional and or intra-professional collaborative projects to implement policy, evaluate care models, transitions, etc.
- Collaborate with researchers to answer clinical questions.
- Collaborate on legislative healthcare-related change using research evidence for support.
- Work with lay and/or professional coalitions to develop, implement, or evaluate health programs (such as health promotion and disease prevention programs for vulnerable patients, groups, or communities). The scope of the scholarly project is designed to benefit a group, population, and/or a community rather than an individual patient. These projects might be applied in different settings, for various populations, and by different nursing specialties. Some projects may focus on existing programs while others address the creation of new programs.
- The scope of the project will be determined by the University's guidelines, feasibility (given time devoted to projects in the curriculum), faculty, funding, and other resources, etc. In some programs the project may evolve through courses on policy and inquiry eventually culminating in the final design of the proposed project before it is launched. By providing opportunity over a longer duration in which to explore and develop aspects of the projects, students receive feedback regarding alternatives and strategies before project implementation.

Evaluate interventions, innovations in care techniques:

- Obtain baseline data, design an evidence-based intervention plan and evaluation process.
- Collaborate with other NPs or other professional colleagues to compare/evaluate group visits.
- Capture data on common problems and effectiveness of treatments with recommendations for change.
- Evaluate management of psychiatric patients (protocols, meds, metabolic monitoring) and develop a treatment management program based on research evidence.
- Evaluate peer-led support groups and measure outcomes.
- Evaluate pain control in palliative care and measure outcomes.
- Promote patient safety by implementing a program to reduce errors in medications and measuring outcomes.
- Evaluate home care comparing and contrasting satisfaction with physician and NP care management.

Health Promotion & Community Health: Epidemiology and Continuity of Care:

- Compare strategies for health promotion/disease prevention (community, schools, churches, etc.) based on outcome evidence.
- Evaluate trends in patient visits and the effect of outreach programs.
- Launch collaborative health promotion program in a vulnerable community population and evaluate outcomes.
- Compare and contrast monitoring tools or screening programs, evaluating effectiveness, cost savings, and outcomes.
- Evaluate screening protocols based on outcome data.
- Evaluate programs (care, training volunteers, education) and demonstrate cost implications.
- Evaluate community responses to disasters based on selected outcome criteria.
- Develop and evaluate the impact of self-care models for use in chronic illness.
- Develop and test transition protocols to promote continuity of care across settings.
- Evaluate high risk patients and develop approaches for risk reduction (child and elder abuse) for policy change or care improvement.

Policy-Related Scholarly Projects:

- Implement new policy collaboratively by designing and evaluating HPV vaccination for 6th grade girls to prevent cancer (partnering with school/Health Dept., etc.)
- Evaluate or compare nursing home policies for treating chronic pain and compare with WHO recommendations.
- Evaluate students at risk (school dropouts, depressed, substance users, pregnant) and recommend policy change, or risk reduction programs.

- Evaluate employer policies regarding health and potential cost savings of new policies.
- Evaluate the effectiveness of evidence based policy in NICU.
- Evaluate inconsistencies in scope of practice issues and use evidence-based knowledge to recommend changes.

Integration of Technology in Care and Informatics Related Projects:

- Create a database for monitoring childhood injuries in urgent care and evaluate its impact.
- Use technology to improve care (telehealth consultation, interactive “home” visits, etc.) and evaluate results.
- Evaluate technology’s impact on care (information transfer to point of care, etc.)
- Establish protocols that integrate use of technology in patient assessment in urgent care and evaluate their impact.

Adapted from: NONPF Recommended Criteria for NP Scholarly Projects in the Practice Doctorate Program. Retrieved January 15, 2009, from <http://www.nonpf.com/NONPF2005/PracticeDoctorateResourceCenter/ScholarlyProjectCriteria.pdf>

STATEMENT OF MUTUAL AGREEMENT GUIDE

DNP CLINICAL DISSERTATION PROJECT

GUIDE FOR CREATING A STATEMENT OF MUTUAL AGREEMENT

The purpose of the “Statement of Mutual Agreement” is to describe the shared view between the agency and the student concerning the student’s Clinical Dissertation project. The contents of this statement will vary greatly from one student to another due to the diverse nature of both projects and agencies. This guide provides an overview of factors that should be considered in creating the statement as well as the format for the statement.

Begin the Statement of Mutual Agreement with the project title and a brief description of the project and resulting products.

With your faculty committee chairperson and the agency, discuss and consider each of the following in creating your Statement of Mutual Agreement.

1. On-site activities.
 - a. Meetings attended as well as role and level of participation.
 - b. Access to agency records.
 - c. Non-disclosure expectations.
2. Products from the Clinical Dissertation project with potential to market (intellectual property rights). If products will be produced as part of the student’s collaboration with the agency, the DNP student should contact the DNP Chair member prior to making any agreements. The ownership or intellectual property rights need to be determined in advance of commencing the project.
3. Understanding regarding written and oral communication concerning the DNP Clinical Dissertation project including final report, abstract, and publication or oral presentation of any aspect of the project.

Areas for consideration.

1. Reference to agency. How should the agency be referred to within the student’s work? For example, by name or solely by general type of agency within a region?
 - a. In the student’s final report?
 - b. In the executive report?
 - c. In an abstract?
 - d. In professional presentations?
 - e. In professional publications?
2. Any restrictions in the discussion of project details?

3. Agency approval needed prior to communicating project findings in presentations or publications.

After considering the above, write the Statement of Mutual Agreement and then obtain the signatures of the student and the agency as confirmation of the agreement. The faculty Committee Chairperson's signature designates awareness of the agreement.

SAMPLE AGENCY LETTER OF SUPPORT

February 25, 2012

North Dakota State University
Institutional Review Board

To whom it may concern:

Rosewood on Broadway is writing to express its support for the proposed project: Implementing Oral Health Assessment Tool in a Nursing Home. We will provide necessary contact data as well as administrative and project support. All of the Rosewood on Broadway personnel has been trained on confidentiality and the approved IRB protocol will be followed when implementing the project.

Rosewood on Broadway nursing home is a 111 bed facility that has been providing skilled nursing care and rehabilitation services for over 60 years. Rosewood on Broadway nursing home is sponsored by the Sisters of Mary of Presentation which is a small Catholic health system.

If you have any questions, please contact Rosewood at 701-277-7958.

Sincerely,

Deb Bartos-Mohagen, RN
Director of Nursing
Rosewood on Broadway

SAMPLE MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding

Date: 2/25/2012

Contact	Deb Bartos-Mohagen	Donna Grandbois
Organization	Rosewood on Broadway	North Dakota State University Sudro 222K
Address	1351 Broadway Fargo, ND 58102	Sudro 222K Fargo, ND 58108
Phone	27707958	231-9793
Email	Deb.bartos-mohagen@smphs.org	Donna.grandbois@ndsu.edu

Subject:

This memorandum of understanding (MOU) is entered into by North Dakota State University (NDSU) Nursing Department and Rosewood on Broadway Nursing Home to implement a practice improvement project on oral health assessment.

Overview:

NDSU in collaboration with Rosewood on Broadway will conduct a practice improvement project to implement an oral health assessment tool in a long term care facility. The proposed project will provide education for nursing staff about the importance of oral health, provide the tool to guide nurses in oral health assessment, and evaluate the project outcomes. The project will involve resident assistants, nurses, and residents.

Anticipated Results and Benefits:

The participants in the oral health practice improvement project will learn skills of assessment of the oral cavity and nursing interventions for poor oral health conditions. In addition, the participants will be educated on the effects of poor oral health condition to various systems of the body with an emphasis on chronic conditions. The main anticipated benefit will be early identification and referral for patients with poor oral conditions.

Information and Publications

Any publications and/or materials related to the activities carried out pursuant to this MOU shall be agreed upon by the two parties prior to their release and distribution.

Project Term:

The agreement will remain in effect for the current project period of September 1, 2012 to June 1, 2013. This agreement may be terminated in writing any time by either party.

Terms of Project Agreement:

Rosewood on Broadway agrees to:

- Assist in recruiting participants for the project.
- Allocate room for presentations and meetings.
- Allow access to medical records in compliance with IRB and HIPPA.
- Follow the facility protocol for the management of poor oral health conditions.
- Assist the project staff in implementation of the project as necessary.

NDSU Department of Nursing agrees to:

- Provide logistical planning and clear direction of the project.
- Allow for voluntary participation.
- Provide education presentations and materials related to the project.
- Recruit participants.
- Share project results with Rosewood on Broadway.

For questions regarding this project, contact:

Donna M. Grandbois, PhD, RN
Assistant Professor
Department of Nursing, NDSU
222K Sudro Hall
Fargo, ND 58108
231-9793
Donna.grandbois@ndsu.edu

SIGNED:

Deb Bartos-Mohagen, RN
Director of Nursing
Rosewood on Broadway

Donna Grandbois, PhD, RN
PIP Committee Chair
North Dakota State University

CLINICAL DISSERTATION PROPOSAL PRESENTATION FORMAT

Slide 1:

Title of Project
Student Name
Clinical Dissertation Proposal
North Dakota State University
Department of Nursing

Slide 2:

Objectives

- Insert 2-3 objectives of what your presentation will cover

Slide 3:

Professional Introduction

- Briefly present your professional background
- Why are you interested in this topic?

Slide 4:

Problem Statement/Purpose

- What is the problem statement or purpose of your project?

Slide 5:

Literature Review/Synthesis

- Suggest giving the citation for the top 3-4 articles. Briefly describe the article and why it is important to your project.

Slide 6:

Theoretical Framework

- Briefly discuss your theoretical framework.

Slide 7:

Project Objectives

- List your project objectives.

Slide 8:

Project Design

- Briefly describe your project design.

Slide 9:

Evaluation Plan

- Briefly describe how you will evaluate each project objective.

Slide 10:

Protection of Human Subjects

- Briefly discuss your plan for submitting your IRB application.