

## Duke University School of Nursing Policy

Name:	DNP Project Approval and Site Affiliation Process
Effective Date:	September 14, 2015
Review/Revision History:	February 19, 2020
Approval Authority:	Associate Dean for Finance and Administration
Policy Responsibility:	Associate Dean for Finance and Administration

### Purpose:

The purpose of this procedure is to define the requirements for DNP students to secure an appropriate site for a DNP Scholarly Project.

### Items Required:

In order for a student to begin implementation of a DNP Scholarly Project, the following items are required:

- Review of project proposal by a third-party faculty member and approval/signature of quality improvement (QI) checklist
- IRB review and approval ONLY if the DNP Scholarly Project is determined not to be a quality improvement project
- Proposal defense is completed and project is approved by project chair and committee members
- A signed agreement with implementation site

### For students who are employees at their DNP project site:

- After approval of the DNP Scholarly Project proposal by the DNP program, the student will obtain the agreement template from DNP Commons, fill out the agreement template, attach the proposal, and have the agreement signed by the site leadership. Once signed by the site, the student will send it to the DNP Program Coordinator. If IRB review is required, the IRB review can proceed without the signed agreement.
- Upon return of the signed agreement from the site without changes, the DNP Program Coordinator will forward the signed agreement and proposal to the Contracts Manager for review and to obtain the signature of the Associate Dean for Finance and Administration. If there are any delays or issues in obtaining the ADFA signature, the Contracts Manager will notify the DNP Program Coordinator. Once signed by the ADFA, the Contracts Manager will return a signed copy of the agreement to the DNP Program Coordinator and save a copy in the Clinical Placement Contracts share folder. The DNP Program Coordinator will forward a copy of the fully signed agreement back to the student to return to appropriate contact at site and to archive a copy in their student folder on DNP Commons.
- If the agreement is returned from the site with changes or if the site sends their template agreement, the DNP Program Coordinator will forward these documents to

the Contracts Manager. The Contracts Manager will send the changes or site agreement to DUHS Clinical Contracting Services for review and inform the DNP Program Coordinator when the agreement has been signed.

- Upon receipt of a signed agreement or notification from the Contracts Manager that the agreement is complete, the DNP Program Coordinator will notify the Faculty Project Chair and the student. Implementation of the DNP project can begin once all requirements have been completed and the Project Chair approves the student to implement the project.

For students who are **NOT employees at the DNP project site**:

- At the beginning of the 1<sup>st</sup> semester or as soon as the DNP project site is determined, the student will send DNP project site contact information to the DNP Program Coordinator. The DNP Program Coordinator will forward the information to the Contracts Manager to initiate an affiliation agreement with the site. The Contracts Manager will enter the contract request information into the CPS system. The quality improvement checklist and project approval process can proceed without the signed agreement. If IRB review is required, the IRB review can proceed without the signed agreement.
- The Contracts Manager will inform the DNP Program Coordinator when the affiliation agreement with the site has been signed and add the agreement information to the CPS system.
- Upon notification from the Contracts Manager that the agreement has been signed, the DNP Program Coordinator will notify the project chair that the student may begin implementation of the DNP project after the QI checklist and project has been approved and after IRB review, if required.



## DNP Scholarly Project Agreement

1. The Duke University School of Nursing (“DUSON”) and [Employer] (“Employer”) agree that, subject to the terms and conditions of this Agreement, it is to their mutual benefit to permit, and during the Term each will reasonably support, \_\_\_\_\_’s (“Student”) undertaking and completing the DNP Scholarly Project described in the attached proposal titled [insert project name] (“Project”).
2. Employer has reviewed the Project proposal and this Agreement and has approved all Project activities following its regular procedures. Employer has determined that all Project activities are a part of and within the course and scope of Student’s role and responsibilities as an employee of Employer during the Term. All Project activities will be undertaken and performed exclusively at Employer’s premises and under the direct supervision of appropriate Employer personnel designated solely by Employer. Employer will be solely responsible for the adoption and implementation, if Employer chooses to do so, of any Project findings, recommendations or other results.
3. As part of the Project, Employer will permit Student to appropriately collect data, including specific outcome measures to demonstrate practice change; analyze the data; provide the data and any related analysis and results to DUSON in connection with the Doctor of Nursing Practice Program (“Program”); and submit the Project implementation and outcomes to scholarly and professional journals. Employer has provided the attached proposal, this Agreement and other requested information regarding this Project to Employer’s Institutional Review Board (IRB), which has determined that the Project does not involve human subject research, or Employer has agreed to abide by DUSON’s determination of this Project as a quality improvement project for Employer. DUSON’s determination will be based upon a review process created with the Duke University Health System, Inc. IRB. The Project does not involve, nor will either party permit it to involve, any direct patient care or other clinical activities.
4. The term of this Agreement (“Term”) will begin on the date that both parties have signed below and will end on the date the Project is complete or this Agreement is terminated, whichever is earlier. Either party may terminate this Agreement by giving no less than thirty (30) days written notice to the other Party. The second, third and fifth paragraphs of this Agreement will survive the expiration or termination of this Agreement for any reason.
5. The parties’ relationship under this Agreement will be that of independent contractors only. Neither party will have any control over the business or operations of the other party, and each party will be solely responsible for its costs and expenses incurred or paid in connection with the Project and this Agreement. Nothing in this Agreement is either intended or shall be deemed to confer any benefits, rights or remedies to or on the Student or any other non- party. This is the entire agreement of the parties with respect to its subject matter. This Agreement may not be amended except in writing signed by the duly authorized representatives of both parties below.

### Employer

BY: \_\_\_\_\_  
[Name of Authorized Representative]  
[Title]

DATE: \_\_\_\_\_

**Project Contact at Employer:** [Name/Contact info]

**Duke University**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

David S. Bowersox, MBA  
Associate Dean, Finance and  
Administration School of Nursing

**Project Committee**

**Chair:** [Name/Contact info]

Attachment (1) – Project  
Proposal