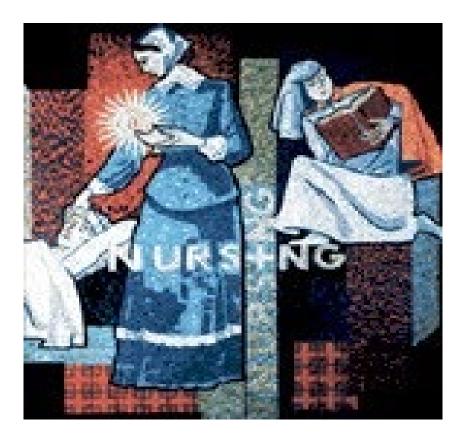
THE UNIVERSITY OF LOUISVILLE SCHOOL OF NURSING

DOCTOR OF NURSING PRACTICE PROGRAM



PSYCHIATRIC/MENTAL HEALTH

NURSE PRACTITIONER

HANDBOOK FOR CLINICAL PRECEPTORS

Spring 2021-Fall 2022

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INTRODUCTION

Thank you for participating in the education of Psychiatric/Mental Health Nurse Practitioners. As you know, practice is the heart of nursing and health care. Nursing practice is where the professional meets the clients to apply knowledge and skills to improve health of individuals, families, and groups. Therefore, we are grateful that you, a recognized expert practitioner, will assist with the clinical mentoring that will prepare our graduates to fulfill this practice mission.

PSYCHIATRIC/MENTAL HEALTH NURSE PRACTITIONERS: STANDARDS AND ROLES

Nurse Practitioners are registered nurses with the advanced education and clinical competency that is necessary for the delivery of high quality primary health care. Psychiatric/Mental Health Nurse Practitioners (PMHNP) are nurse practitioners who provide comprehensive advanced nursing care to individuals, families, and groups throughout their lifespan.

Advanced practice psychiatric nurses practice in a variety of settings which include but are not limited to private practice, primary care, community mental health care centers, residential treatment centers, hospitals, acute care facilities, and long-term care settings. In addition to diagnosing and treating acute episodic and chronic mental illness, PMHNP's emphasize health promotion and disease prevention. Services they provide include but are not limited to: ordering and interpreting diagnostic and laboratory tests, prescription of psychopharmacological agents and various modalities of psychotherapeutic interventions.

Teaching and counseling individuals, families and groups across the lifespan is a major part of advanced psychiatric nursing practice. The PMHNP practices autonomously and in collaboration with health care professionals and other individuals to diagnose, treat and manage the patient's mental health problems. The PMHNP serves as a mental health care researcher,

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interdisciplinary consultant, and patient advocate (American Academy of Nurse Practitioners, 1998).

Standards of practice published by professional nursing organizations guide advanced psychiatric/mental health nursing practice. These are: (1) The American Nurses' Association (ANA) Scopes and Standards of Practice for Psychiatric and Mental Health Nurses, (2) The ANA Code of Ethics, and (3) The American Academy of Nurse Practitioners Scopes and Standards of Practice for Nurse Practitioners (4) National Organization of Nurse Practitioner Faculty (NONPF) core and specialty competencies.

Our goal is to work with the clinical preceptors to prepare future advanced practice psychiatric nurses that will develop relationships within and across disciplines to meet the needs of patients/clients with psychiatric/mental health disorders. We believe the relationship between our advanced practice psychiatric nursing students and clinical faculty can be used to promote the values of teamwork, education and collaboration, thus providing for the professional growth and development of the advanced practice nurse. Our goal is to assist others in learning, developing, and integrating services at the individual and system levels.

THE UNIVERSITY OF PSYCHIATRIC/MENTAL HEALTH NURSE PRACTITIONER PROGRAM

The Advanced Practice Psychiatric/Mental Health Nursing Clinical Track began in August 1996 at the University of Louisville School of Nursing. All nurse practitioner students complete the same core courses, e.g. nursing theory and roles, evidence-based practice, informatics, health care systems, and health promotion disease prevention. When students enter the clinical specialty, their course work reflects the specialty practice needs and courses become different. They enroll in clinical didactic courses that focus on the psychiatric care of individuals and families across the lifespan. Core and clinical courses for the PMHNP Program are in *Appendix A*. Other graduate clinical specialties at the University of Louisville are the *Adult-Gerontology Acute Care, Neonatal, and Family & Adult Primary Care Nurse Practitioner*. If you would like further information on these clinical tracks, please call 852-3801.

ADMINISTRATORS AND FACULTY

The program is administered through the office of the director of the Doctor of Nursing Practice (DNP) program, Sara Robertson, DNP, APRN. Her telephone number is (502) 852-3801. Dr. Robertson ensures that a written contract with the agency and each preceptor are obtained prior to each clinical experience. Each clinical specialty also has a *Clinical Specialty Coordinator* who, in collaboration with other nurse practitioner faculty from the specialty, is responsible for the quality of the specialty curriculum and coordination of clinical experiences. The Specialty Track Coordinator for the Psychiatric Nurse Practitioner concentration is Mary-Beth Coty, PhD, MSN, MEd, BSN. Dr. Coty can be reached via email (marybeth.coty@louisville.edu). In addition, a Clinical Faculty member is assigned to interact with the clinical preceptors, supervise, and evaluate the Psychiatric Nurse Practitioner in the clinical setting. The Clinical Faculty member will be in touch with you and provide contact information. However, if you need to speak with this person and do not have this information or cannot reach the individual, call Dr. Robertson (502) 852-3801.

SUPERVISION AND PLACEMENT OF STUDENTS IN THE CLINCIAL PRACTICUM

The PMHNP Specialty Track Coordinator is responsible for placement of students in the clinical area. Students are required to complete three semesters of clinical practicum. The objectives for the clinical practicum are listed in *Appendix G*. Students are taught and supervised by University

of Louisville nurse practitioner faculty and clinical faculty preceptors. A University of Louisville clinical faculty is assigned to each clinical student, but the on-site Clinical Preceptor provides the day-to-day clinical supervision of students. Prior to the clinical placement of a student, an agency agreement if not already in place, will be obtained or verified. Additionally, a formal, written, and signed contract (preceptor agreement) will be made with each preceptor. During this phase the preceptor will be asked to submit a current curriculum vitae (CV) which will need include title, discipline, credentials, licensure, education, and years in role. If a formal schedule has not already been pre-approved, the student will contact you to determine a mutually agreed upon schedule that includes time and dates.

RESPONSIBILITIES OF STUDENTS, PRECEPTORS AND CLINICAL FACULTY

The Nurse Practitioner student's responsibilities are to:

- 1. Interact with the client and ascertain appropriate historical information.
- Correctly institute and perform an appropriate examination and perform diagnostic techniques related to the identified health problems
- Identify the differential diagnoses and work with the preceptor to determine the final diagnoses
- 4. Develop an appropriate plan of care with the help of the preceptor.
- 5. Verbally present the patient situation to the preceptor.
- 6. Obtain a satisfactory clinical performance evaluation in order to progress.
- 7. Contact the preceptor and the course faculty prior to the beginning of the semester to arrange mutually agreeable times for the practicum. Additional hours may be required as determined by the preceptor and faculty.

- Meet school of nursing clinical compliance, carry an active license to practice nursing, maintain student nurse practitioner malpractice insurance, and maintain currency in CPR.
- 9. Maintain the *APRN patient clinical time log* (Appendix B) that is signed by the preceptor every day, verifying the hours the student spent at clinical.
- 10. Keep a *Clinical Log* (See *Appendix* B) that documents each patient encounter and submit to Course Coordinator.
- 11. Submit a Summary of *Clinical Log* (See *Appendix* B) to the clinical faculty at the completion of each semester.
- 12. Be prepared for clinical practicum by reading references pertinent to the clinical situations that are common to the clinical site.
- 13. Contact the preceptor and clinical faculty <u>before</u> clinical absence.
- 14. Meet the needs of the patient holistically and foster health promotion.
- 15. Demonstrate consistency in the responsible preparation, documentation, communication, and promotion of continuity in the care of patient.
- 16. Practice within the guidelines of the Kentucky Nursing Laws (KRS 314), the ANA Scopes and Standards of Practice, The ANA Code of Ethics, and the AANP Scopes and Standards of Practice, the guidelines set forth in the course syllabus, the University of Louisville School of Nursing Graduate Student Handbook, and the rules and regulations of the health care agency or agencies that are the site of the clinical practicum.

The Clinical Preceptor's responsibilities are to:

1. Review the clinical objectives and assess how they can be accomplished within the uniqueness of his/her practice setting.

- 2. Orient the student to the practice setting and prepare site staff for student's arrival.
- 3. Provide adequate clinical space for the student to take patient's histories and to perform adequate physical examinations.
- 4. Obtain the patient's permission for the encounter or delegate this to the student.
- 5. For each patient presentation by the student:
 - a) Validate and give feedback regarding student's findings and assessment/impression
 - b) Discuss the management plan consistent with his/her role and skill
- 6. Act as the student's liaison with other practice colleagues, clinical and office staff.
- 7. Provide the student with ongoing oversight of clinical performance
- 8. Provide consultation with the clinical faculty for evaluation for the student, understanding that the final evaluation will come from the clinical faculty.
- 9. Alert the clinical faculty member to problems in student performance; this may be prior to on-site visits by Clinical Faculty as needed. Additional clinical experiences (over the required) may be necessary if, in the preceptor and/or faculty's opinion, the student is in need of additional experience.
- 10. Provide the student with opportunities to assess, diagnose, and treat clients with supervision according to the student's level of competency.
- 11. The number of patients that students can see independently will vary according to the course in which they are enrolled. Generally, we expect student's productivity to increase over time with a minimum of 5-8 patients per 8-hour clinical day. Preceptors facilitate this expectation by selecting patients that are appropriate for each student's current level of competence and observing them in patient interaction and provide feedback on performance.

12. Sign the student's clinical time log at the end of each day, verifying the time the student spent in clinical.

Helpful Hints from The One-Minute Teacher: Six Micro skills for Clinical Teaching

- 1. Get a commitment: What do you think is going on? What would you like to accomplish on this visit?
- 2. Probe for supporting evidence: What led you to that conclusion? What else would you consider?
- 3. Teach general rules: When this happens, do this . . .
- 4. Reinforce what was right: Specifically, you did an excellent job of . . .
- 5. Correct mistakes: Next time this happens, try . . .
- 6. Identify next Learning steps: What do we need to learn more about?

The Clinical Faculty's responsibilities are to:

- Contact the Preceptor at the beginning of each semester to answer questions and clarify student's learning needs. Thereafter, be available to the preceptor and student for consultation and assistance throughout the semester.
- 2. Serve as a liaison between the student, preceptor and the School of Nursing.
- 3. Consult with the preceptor in person at the time of the student visit.
- 4. Evaluate the student's performance during the semester.
 - a. Meet with the preceptor during the visit with the student.
 - b. Observe the student in the clinical situation (with a minimum of 2 clients).
 - c. Consult with the student and provide feedback.
- 5. Obtain and utilize preceptor input in student evaluation

 Visit practice site(s) 1-2 times during each semester and more often if needed. On-site visits will generally be about 4 hours in length.

Documentation

The art of documentation is critical to the delivery and evaluation of high-quality care as well as achieving proper reimbursement for services. These skills are essential for students to learn. Students may document services in the medical record. A preceptor may also choose to have students document on paper rather than directly in the EMR. Students should use the SOAP note format. Students are not required to document on every patient they see and can learn from discussion while the preceptor fills in the electronic note.

The Clinical Patient Log and Time Log

The student is responsible for keeping a daily *Clinical Patient Log and APRN Clinical Patient Hour Time Log (Appendix B)*. This clinical patient log is maintained via the Typhon electronic system. The information recorded by the student on the form is verified by the clinical faculty. The Clinical Faculty member reviews the information at the mid and endpoint of the clinical rotation to assure that the student has had the appropriate learning experiences for the course and forwards the form with recommendations, if appropriate, to the *Clinical Specialty Coordinator*. The information is needed to verify that the student has had the appropriate clinical experiences and to provide data for accreditation and traineeships. The time log is a daily hours chart that is to be signed by the preceptor every day that they student is in clinical to verify the number of clinical hours.

Evaluations: Site, Student, Preceptors, and Faculty

Prior to the first placement of students in a site, a faculty/staff member will talk with the preceptor to evaluate the site. The purpose of this meeting is to evaluate if the site will meet the learning needs of the students. The Site Evaluation Form appears in Appendix C. On an ongoing basis the Clinical Faculty collaborates with the preceptor and offers information and

assistance. The Evaluation of the Preceptor is the tool that is completed by students via typhon group software at the endpoint of the clinical experience. At the completion of the clinical experience, the Clinical Placement Coordinator will send each preceptor the Kentucky Board of Nursing Preceptor Verification Form (Appendix D).

Clinical Faculty Evaluation of the Student

The Clinical Faculty uses the form (*Appendix E*) to evaluate the student at a mid-point and at the conclusion of the clinical experience. The Clinical Faculty reviews and discusses their evaluation with the student, the preceptor's evaluation of the student, and the student's perceptions of their performance. With input from the preceptor, the Clinical Faculty determines the final clinical grade and assists the student in developing a plan to improve clinical performance. The Clinical Faculty reports any unusual problem that threatens the success of the student to the Course and/or Clinical Track Coordinator.

Student Evaluation of the Clinical Preceptor

Each student submits an evaluation of his or her preceptor at the conclusion of the clinical experience. This will be completed via the Typhon Group Software system.

Core DNP Courses	Semester Hours	Total
NURS 605 Theoretical Applications to Practice	3	
NURS 607 Foundational Concepts of EBP	3	
NURS 749 The Business of Healthcare	3	
NURS 791 Advanced Statistics	3	
NURS 657 Health Promotion & Illness Prevention Across the Lifespan	3	
NURS 725 Analysis of Leadership and Health Policy	3	
NURS 740 Advanced Pharmacology	3	
NURS 741 Advanced Pathophysiology	4	
NURS 742 Advanced Clinical Assessment	3	
NURS 743 Epidemiology	3	
NURS 744 Synthesis and Evaluation of Evidence Based Practice	3	
NURS 745 Health Information Technology	3	
NURS 746 Program Development and Evaluation	3	
NURS 747 Finance Management in Health Care Delivery	2	
NURS 748 Transformational Leader	3	
Total DNP Core Hours		45
NURS 770 Advanced Psych Assessment & Clinical Interview	2	
NURS 771 Psychopathology	2	
NURS 772 Psychopharmacology	2	
NURS 773 Psych/Mental Health I	3	
NURS 774 Psych/Mental Health II	3	
NURS 775 Psych/Mental Health II	3	
NURS 787 Clinical Practicum I	2	
NURS 788 Clinical Practicum II	3	
NURS 789 Clinical Practicum III	3	
TOTAL AG ACNP HOURS		23
Total Credit Hours without project		68
Project Practicum	9	
Total Program Hours		77

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APRN Student Clinical Patient Hour Time Log			
Student Name		Semester	Course

Date	Clinical Site	Patient Clinical Hours	Clinical Preceptor Name	Signature
	TOTAL HOURS FOR PAGE	XXX		

University of Louisville School of Nursing (MSN)

Name of Site:				
Location: (check one)	Urban		Rural	
Underserved Area: (check one)	yes	no		
Clinical Preceptor:				
Completed by:				Date:
(Faculty)				

Instructions:

- 1. Please mark an X in the most appropriate space after each statement regarding the site.
- 2. Space is provided after each statement if you choose to add any written comments.

	YES	NO	N/A	COMMENTS
1) Is adequate space provided?				
2) Is adequate time given to see clients?				
3) Are there sufficient numbers of clients?				
4) Are the types of clients varied as to age, type of problem, etc?				
5) Are students allowed to selected clients according to their needs?				
6) Are students given the opportunity to follow-up with clients and/or problems of interest?				
7) Are reports from lab and x-ray accessible to students?				
8) Is support staff appropriately helpful to students?				
9) Is supporting staff accepting of student's role?				
10) Is philosophy of clinic/site to provide:a) health promotion and disease prevention?b) disease diagnosis and management?c) both				

11)	Are instructional materials available for clients to supplement their learning (i.e. pamphlets, outside class opportunities, etc?)
12)	Are community resources, other agencies, and professional disciplines involved with client welfare?
13.	How far away is the site? Mileage: Travel time from University:
13.	Please check the one category that <u>BEST</u> describes the practice site: Physician's office Day treatment center Hospital Community center Clinic Community center
	Which of the following <u>BEST</u> describes the practice site selected in question 17? Physician's clinic Company or industrial clinic School clinic Neighborhood and family health center Intensive Care Unit Outpatient/Inpatient Other type of setting Specify:

General Comments

- 1) List ways this agency/individual provides good clinical experience for students.
- 2) List areas in which this agency/individual needs improvement in order to provide optimal student learning.
- 3) Identify the practicum level of the student most appropriate for placement at this practice facility.
- 4) Do you recommend this agency/individual for other students? _____ Yes _____ No

Why or why not?

	Board of Nursing
	ip Verification Form
•	on Parkway, Suite 300 ville, KY 40222
	validating continued competency, this form <i>can be used</i> as a
means to document participation. USE OF THIS F	
Participation as a preceptor is equivalent to fiftee long as each of the following criteria is met: (201	n (15) contact hours of continuing competency validation as KAR 20:215)
Criteria:	
• a minimum of 120 clock hours;	
 shall be a one-to-one relationship between the orientation; 	e preceptor and nursing student or employee undergoing
• may involve more than one (1) student or em	ployee;
• shall be evidenced by written documentation	from the educational institution or preceptor's supervisor
Licensee Name:	License #:
Employing Agency:	Location:
The preceptorship was with:	
Name:	Credential: RN/LPN Nursing Student
Dates of preceptorship:	# of hours:
Signature of Faculty Member/Facility Manager V	verifying:
Position/School:	Contact Phone Number: ()
The preceptorship was with:	
Name:	Credential: RN/LPN Nursing Student
Dates of preceptorship:	# of hours:
Signature of Faculty Member/Facility Manager V	
Position/School:	Contact Phone Number: ()
The preceptorship was with:	
Name:	Credential: RN/LPN Nursing Student
Dates of preceptorship:	# of hours:

Signature of Faculty Member/Facility Manager Ver	ifying:
Position/School:	Contact Phone Number: ()
Continuing Education	<i>ne manner that you would maintain a</i> Certificate of Attendance <i>ing the current licensure period</i>)

Clinical Evaluation Form University of Louisville DNP Program

This clinical evaluation tool is designed to evaluate students during their clinical courses and to highlight areas in which the student is progressing satisfactorily and areas that require improvement. The student, over the course of the program, is expected to progress from the basic skills level in their first clinical course to intermediate or possibly high skills level during practicum. The student will rate him or herself first, give the form to the preceptor who will then rate the student, and both will review the form together to generate discussion and generate future performance goals. The clinical faculty will use the same form and rate the student during the on-site visit.

Rating	Skill Level	Definition
1	Below expected skill	Consistently requires substantial assistance/supervision to
	level	perform task adequately
2	Basic skill level	Performs tasks with basic skill and with moderate amount of
		assistance/supervision
3	Intermediate skill level	Performs tasks with skill and able to interpret findings with
		minimal assistance/supervision.
4	High skill level	Performs with proficiency and skill, interprets with
		consistently accurate judgment, does not need
		assistance/supervision.

		Student	Preceptor	Faculty
Scient	ific Foundation			
1.	Critically analyzes data and evidence			
2.	Discusses pathophysiology and course of diseases			
3.	Applies psychosocial concepts related to health and			
	illness			
Practi	ce, Practice Inquiry, Quality			
4.	Obtains and accurately documents relevant health			
	histories			
5.	Performs and accurately documents physical			
	examinations			
6.	Distinguishes between normal and abnormal			
7.	Formulates a list of differential diagnoses			
8.	Synthesizes data from a variety of sources to make			
	clinical decisions			
9.	Makes appropriate use of diagnostic tools			
10.	Identifies and plans health promotion interventions			
11.	Identifies appropriate interventions (pharmacological &			
	non-pharmacological)			
12.	Uses evidence-based approach to patient management			
Ethics				
13.	Integrates ethical principles in decision making			
Techn				
14.	Translates technical and scientific information			

appropriately for patients		
Leadership		
15. Maintains a climate of mutual respect and shared		
values		
16. Communicates practice knowledge orally and in		
writing		
17. Consistently and effectively participates in and/or leads		
an inter-professional team in the provision of care.		
Policy & Systems		
18. Demonstrates an understanding of the interdependence		
of policy and practice		
19. Discusses ways to minimize risk of adverse patient		
outcomes		
20. Evaluates access, cost, care processes and heath care		
structure when developing a management plan		

Appendix F: Objectives for Clinical Courses

NURS 787	NURS 788	789
NURS 787The purpose of this course is to provide clinical experiences in comprehensive patient assessment, diagnosis, and management of common health problems among select patient populations. Students will begin practicing the role of an APRN under preceptor supervision.1.Use a systematic approach to identify health concerns of patients	NURS 788The purpose of this course is to provide advanced clinical experiences in comprehensive patient assessment, diagnosis, and management of complex problems among select patient populations. Students will strengthen and enhance their advanced practice skills with preceptor supervision.1.Use a systematic approach to identify health concerns of patients	 789 This clinical experiences focuses on synthesis of theoretical, scientific, clinical knowledge and practice-based skills in the diagnosis and management of existing and potential health problems. Emphasis will be placed on the collaborative and leadership roles of the advanced practice nurse in health care delivery. 1. Demonstrate clinical competence in advanced practice nursing based
 and their families. Employ evidence-based clinical guidelines for use in the management of common health problems. Synthesize clinical data to formulate health management plans. Collaborate with patient, family, and other health professionals to develop and provide a health care plan. Develop a philosophy of the role of the nurse practitioner as a member of the interprofessional health care team. Incorporate culturally competent health care in advanced nursing practice. 	 Employ evidence-based clinical guidelines for use in the management of complex health problems. Synthesize clinical data to formulate comprehensive health management plans. Collaborate with patient, family, and other health professionals to develop and provide a comprehensive health care plan. Develop a philosophy of the role of the nurse practitioner as a member of the interprofessional health care team. Incorporate culturally competent health care in advanced nursing practice. 	 advanced practice hursing based on selected specialty standards of practice. 2. Employ evidence-based clinical guidelines for use in the management of complex health problems. 3. Synthesize individual and aggregate data to formulate a comprehensive health management plan. 4. Lead an interprofesional team in the delivery of healthcare that includes appropriate referral, consultation, and continuity of care for clients. 5. Integrate an evolving personal philosophy of nursing and healthcare into the advanced practice role. 6. Analyze the impact of culture and environment on health behavior of individuals and families.

Appendix H: Program Goals and Student Learning Outcomes

University of Louisville School of Nursing Student Learning Outcomes 2018-2019 DNP Program

Program Outcome Number	Program Outcomes	Student Learning Outcomes	Measures & Targets
1	Students will meet professional behavioral standards for the advanced practice nurse. Essentials II, IV, V, VIII	Students will demonstrate moral, ethical and legal behavior while engaged in nurse practice initiatives.	Class Assignment (direct) – 90% of students will receive a score of 80% or higher on the Human Subjects CITI training (NURS 750)
2	Apply systems and organizational leadership in the provision of advanced practice nursing initiatives Essentials II, VII, VIII	Students will demonstrate leadership competency by evaluating fiscal resources; organizational culture, and systems thinking	Class Assignment (direct)– 90% of students will receive a grade of B- (80%) or higher on the LOGIC assignment (NURS 747)
3	Engage in clinical scholarship by synthesizing and translating evidence into quality improvement and practice initiatives Essentials I, III, IV	Students will evaluate and synthesize current evidence to implement a change in health care delivery	Class Assignment (direct)– 90% of students will receive a satisfactory grade of pass on their DNP Project Proposal (NURS 750)
4	Apply communication strategies with individuals, families, and groups in providing advanced nursing care or practice initiatives Essentials IV, VIII	Students will use analytics and patient care technology to effectively communicate patient and program information	Clinical Evaluation (direct): 90% of students will receive a score of B- (80%) or better on their SOAP note communication assignment (NURS 787)
5	Develop and lead inter-professional teams to improve patient and population health outcomes. Essentials II, VI, VII	Students will lead an inter-professional team to implement a health care based quality improvement initiative	Class Assignment (direct)– 90% of students will receive a satisfactory grade of pass on their DNP Project Defense (NURS 752)

Program Outcome Number	Program Goals (CCNE Outcomes)	Student Learning Outcomes	Measures
6.	Demonstrate knowledge development in the practice of advanced nursing care to individuals, families, groups, and communities. Essentials I, VI, VIII	Students will translate knowledge into practice to promote safe, timely, effective, equitable, and patient centered care	90% of students will pass the final clinical evaluation of clinical practice skills with a minimum score of 102 points out of 116 on the Clinical Evaluation Instrument (NURS 789)
7.	Analyze the role of health policy and advocacy in the provision of health care. Essentials II, V, VII, VIII	Students will analyze a local, state or national health policy issue.	Class assignment (direct): 90% of students will receive a grade of B- (80%) on their health policy written assignment (NURS 725)

NURS 750 – DNP Project 1

NURS 747 – Finance Management in Health Care Delivery NURS 787 - Clinical Practicum I

NURS 752 – DNP Project III

NURS 789 – Clinical Practicum III

NURS 725 – Leadership and Health Policy for the Doctorally Prepared Nurse