

DNP Practice Partner Collaboration

Activity	Timeline	Responsibility
Initial email to students' practice partner with copy sent to student -contact information for mentor -DNP project course requirements summary (elements of the DNP project and course it is completed in)	Upon receipt of signed practice partner form Practice partner form must be submitted by the end of DNP Project I	DNP Project I faculty as practice partner forms are received
Review with student the activity and input from practice partner	Prior to beginning of DNP Project II	Faculty mentor during intensive prior to DNP Project II

Activity	Timeline	Responsibility
Send copy of proposal evaluation form to practice partner and indicate deadline for proposal sign off	Beginning of DNP Project II	DNP Project II faculty
Email to enlist practice partner's feedback on the proposal -has the student shared the proposal with you -do you support the proposal -any questions or concerns	End of DNP Project II when project proposal is being evaluated for completion	Faculty mentor during DNP Project II
Email practice partner at the completion of DNP Project III to assess implementation status, feedback, and/or concerns -how is the implementation going -any changes that need to be made	End of DNP Project III	Faculty mentor near end of DNP Project III
Email practice partner during DNP Project IV -data analysis for practice partner input	End of DNP Project IV	Faculty Mentor
Practice partner receives informal invitation to research conference presentation of project along with fee waiver -email to practice partner with information on dates and arrangements	August of final year	DNP Project IV faculty

Phone/email/in person contact with practice partner to evaluate/approve project completion -practice partner reviews and signs final project approval form -discussion of dissemination	December of final year	Faculty Mentor/ DNP Project faculty
Practice partner receives formal invitation to research conference presentation -formal invite is mailed	January prior to presentation in April	DNP Project VI faculty
Faculty mentor and practice partner approve manuscript of DNP project for submission	March of final year	Faculty Mentor

NOTE: Copies of all emails/responses will be printed and placed in student's folder.