

Clarkson College  
Graduate Nursing Department

DNP Residency Hours Documentation

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**PURPOSE**

The purpose of the Residency Hours is to provide all DNP learners with opportunities to participate in activities that contribute to professional development of the doctorally-prepared advanced practice nurse.

All DNP students will be required to complete at least 350 Residency Hours during the program, and progress toward that total will be checked periodically throughout the program (i.e., at the end of their second academic semester, at the end of their fifth academic semester, and in the middle of DNP 962).

NOTE: Post-Master's DNP students who are enrolled full-time will have different checkpoints. Please check with Program Director or designee.

A maximum 150 Residency Hours will be related to the planning, execution, and dissemination of findings of the DNP Scholarly project.

You (the DNP student) will record your Residency Hours in a Microsoft (MS) Excel spreadsheet that can eventually be uploaded into your ePortfolio, and which can be easily shared with your faculty members and/or Scholarly Project Mentor.

**Activity Guidelines**

- Activities must be beyond the responsibilities of your current position.

Example 1:

If you attend a hospital-wide committee meeting as part of your role on the Unit Based Council, this meeting will not count toward Residency Hours.

If you attend a hospital-wide committee meeting with your subject matter expert/mentor that is NOT part of your normal work-related duties and/or responsibilities, you may count the time spent in the meeting toward Residency Hours.

Example 2:

If you regularly volunteer with a service organization, you may not count time spent in service there as part of your Residency Hours.

If you provide volunteer service with an agency or other entity related to your work with your subject matter expert/mentor, you may count the time spent in service as part of your Residency Hours.

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- Meeting Attendance: You must provide proof of attendance for attending a committee meeting, task force meeting, or other type of meeting.
  - A copy of the meeting Minutes may suffice as proof.
- For any event 5 or more hours in duration, you must provide a detailed description.

Example:  
Total 5 hours; 2 hours, working with Jane Smith; 1 hour, meeting with subject area mentor (SAM); 2 hours practicing presentation

  - Consider listing each interval separately.

NOTE: The exception to this guideline is when you list attendance at conferences. If the conference runs from 8am to 4pm, you can list “8 hours,” but should also provide the title of the conference.

  - (Alternately, you can provide the amount of time for individual sessions attended.)
- A maximum 150 Residency Hours should pertain to the DNP Scholarly project. Residency Hours counted for the DNP Scholarly Project may include networking (with subject matter experts/mentors, project planning, project execution/implementation (e.g., performing interventions, collecting data, analyzing data/outcomes, and outcomes dissemination (i.e., presenting your findings).

**Examples of ACCEPTABLE activities include (but are not limited to):**

- Time spent with/in an agency in an area of specialization pertinent to DNP-level experience
- Time spent with your subject matter expert/mentor (i.e., meetings about the scholarly project)
- Completing projects related to nursing specialization
- Completing projects pertaining to development and/or implementation of practice protocols, guidelines, and/or process improvement
- Committee work related to evaluation of an agency’s practice protocol, guidelines, and/or process improvement
- Participation in a health initiative at the state (or local) public health level
- Attendance at clinical education programs, professional seminars, or professional conferences that are appropriate to the learner’s DNP Scholarly Project topic

**Examples of UNACCEPTABLE activities**

- Time spent completing course work cannot be counted in Residency Hours
- Reading, writing, and editing your DNP Scholarly Project
- Travel time