

**Purdue University Northwest
College of Nursing**

DNP Systematic Review Timeline and Checklist

The following items are steps that must be completed to progress through your DNP systematic review. You will work with your Committee Chair to identify all work required to accomplish each step of the process and to progress from one phase to the next.

| Steps to be Completed | Date Completed/Notes |
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| Phase 1: To be completed early in the program and no later than the start of NUR 62401, Evidence Based Practice Concepts and Processes for Advanced Nursing | |
| 1. Your DNP Committee Chair will be assigned during the first semester of enrollment and no later than the beginning of your Evidence Based Practice course | |
| 2. Review Purdue Human Subjects website and complete Collaborative Institutional Training Initiative (CITI) training (www.citiprogram.org). Complete the bio-medical training session. | |
| 3. Identify an external committee member (if possible, someone with established scholarship in the area) and submit to committee chair. The committee member nominated must have a doctoral degree. Also work with your Chair to identify a 3 rd committee member from the College of Nursing faculty. | |
| 4. Identify a focus for the systematic review with input from your DNP Committee Chair no later than the beginning of the Evidence Based Practice course. | |
| Phase 2: To be completed during NUR 62401, Evidence Based Practice Concepts and Processes for Advanced Nursing (typically taken in the spring semester), NUR 67600, Knowledge Translation for Transforming Healthcare (typically taken in the summer) and NUR 67700, Cognate Residency: Knowledge Translation (typically taken in the fall). | |
| 5. Complete JBI Comprehensive Systematic Review training before you formalize your protocol. | |
| 6. Begin your protocol for the systematic review, typically by the end of NUR 67600, Knowledge Translation for Transforming Healthcare. | |
| 7. At the beginning of NUR 67700 Cognate Residency: Knowledge Translation, meet with your chair frequently to refine your protocol. | |
| 8. Work with your chair to hold your first committee meeting to present your protocol before the end of October during NUR 67700 Cognate Residency: Knowledge Translation. At least two weeks prior to your committee meeting, disseminate your protocol, using the JBI systematic review template, along with a PowerPoint presentation of your proposal to the committee members for approval. Your chair will have the committee members sign the Graduate Advisory Committee Report Form and will submit the completed form to the Graduate Program secretary. | |
| 9. After committee approval, submit your protocol to JBI for publication (note that multiple rewrites may be required after submission). <i>Note: The SR protocol must be submitted to JBI and recommend submitting to Prospero if appropriate to complete NUR 67700 Cognate Residency: Knowledge Translation.</i> | |
| Phase 3: Courses NUR 67701 DNP Practice Inquiry 1: Knowledge Translation and NUR 67702 Practice Inquiry 2: Knowledge Translation. Note that if by the end of NUR 67701, it appears that you will not be able to complete all the following steps before the end of NUR 67702, you will need to take additional independent study hours to meet established goals prior to enrolling in NUR 67702. | |

| Steps to be Completed | Date Completed/Notes |
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| 10. While enrolled in NUR 67701 DNP Practice Inquiry 1: Knowledge Translation, work with your Chair to determine when you are ready to officially declare candidacy for graduation. The Graduate Advisor must be notified about your candidacy prior to the beginning of the semester in which you anticipate graduating. | |
| 11. Work with the Graduate Advisor to complete and submit an electronic plan of study. The plan of study must be completed and submitted to the Graduate School before the first day of the final semester. | |
| 12. Conduct the systematic review according to the a priori protocol and standardized template for a JBI systematic review. | |
| 13. Meet with the Purdue University Northwest nursing library scientist during the search of databases. | |
| 14. Collaborate with your chair to select and appraise the evidence and to extract data. | |
| 15. Meet with your chair to discuss the synthesized findings and disseminate to committee members for input. | |
| 16. Validate findings with identified stakeholders (stakeholders identified in NUR 67600, Knowledge Translation for Transforming Healthcare) | |
| 17. Review Authorship Guidelines for a systematic review in the JBI Database of Systematic Reviews and Implementation Reports. | |
| 18. Begin writing the systematic review according to guidelines established by JBI. | |
| 19. Complete a knowledge translation product to facilitate implementation of findings. | |
| 20. Complete the executive summary using the provided template | |
| 21. Submit the executive summary and manuscript to your Chair for review and submission to iThenticate. | |
| 22. Work with your chair to schedule your final presentation which will include your committee, colleagues, and interested friends and family members. | |
| 23. At least four weeks prior to your presentation, work with your chair to disseminate your executive summary and final manuscript of your project to the committee members. Note, your chair may request an earlier deadline to preview your materials. | |
| 24. At least two weeks prior to the anticipated presentation date, distribute your PowerPoint presentation to your committee members. | |
| 25. Your Chair will submit your completed abstract and executive summary to the CON Graduate Office to be filed in your records. Your abstract will be distributed to CON faculty along with an announcement of your presentation. | |
| 26. Make any changes to your PowerPoint presentation slides as recommended by your Chair and committee members. | |
| 27. Your Chair will submit your completed abstract and executive summary to the CON Graduate Office to be filed in your records. Your abstract will be distributed to CON faculty along with an announcement of your presentation. | |
| 28. Present your systematic review. Your Chair will ensure that the Signature Page for the Final Project and the GS Form 20 are signed and submitted to the CON Graduate Office. | |
| 29. Graduate!! | |

| Steps to be Completed | Date Completed/Notes |
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| 30. You may continue to work with your Chair following graduation to submit your manuscript for publication and dissemination. | |