Advocate Health (Midwest Region) RN to BSN, MSN, and DNP Scholarly Project Checklist

The purpose of this document/checklist is to provide vital information and steps allowing you to progress through the process. Read this entire document before starting your project.

Step 1 **– You must complete all the following tasks before beginning your project.**

☐ During meetings with your academic project chair, it is an expectation that you:

- focus your clinical question based on the problem identified and the need for the project

- discuss project fit for meeting program expectations

- identify appropriate outcome measures

☐ Identify Advocate Health Midwest Region (AHMR) site and a qualified preceptor to conduct your project (refer to your academic project requirements to determine who is qualified to serve in the role of preceptor before asking someone to serve)

☐ Confirm with your preceptor the site's need for your project and that it is consistent with the site and/or organization's priority.

☐ Validate support (resources including preceptor time to collaborate with you) for the project at the site.

☐ Meet with your preceptor and discuss the expectations (timeline, resources, costs, sustainability) for a project preceptor. Provide a written document (copy of the syllabus and/or project toolkit to review) that lists preceptor expectations.

☐ Confirm that your faculty chair and preceptor discussed project intent, timeline, outcomes, and chair and preceptor responsibilities.

☐ AHMR legal department does not allow preceptors to sign an additional preceptor agreement with the college/university.

☐ If a contract needs to be signed between AHMR and your college or university, it can take as long as 3- months. Please make sure that your school has a contract already in place or has started the process. **Placement will not be approved without a signed contract**. Only the school placement coordinator may request a contract by emailing:

- Illinois - ASC-ClinicalAffiliations@aah.org or Wisconsin - WINursingClinicalAffiliations@aah.org

Step 2 **- You must complete all these tasks before beginning any projects.**

Complete your project plan with input from your chair and preceptor.

☐ **Specific considerations for the use of data in a student project.**

- Data is defined as metrics employed by AHMR for purposes of quality improvement, evaluating satisfaction/engagement levels, and regulatory agency-imposed reporting requirements.

- Data may also be defined as personal health information (PHI) belonging to individuals utilizing AHMR services.

- Some data is proprietary (NDNQI benchmarks, etc.) and is not eligible for inclusion.

- Use of identifiable PHI in student projects is restricted according to the following:

    o Identifiable PHI is not accessible to students for projects done for academic degree

requirements at AHMR.

- o Identifiable PHI is not accessible to AHMR employees who are in a student role and intending to use identifiable PHI in a project for an academic degree when the project is done at AHMR

- o PHI may only be used by a student when the PHI has been de-identified by an AHMR employee with approved access to electronic health records and/or when the PHI is provided in an aggregated report form with no identifiers.

- Access to or use of identifiable PHI in student projects done for purposes of an academic degree when completed at AHMR may only be done when an additional data user agreement is put in place. Data user agreements are enacted between the school and the clinical site and require time for legal review and approval **(this is only applicable for research studies)**

Completing applications with eIRB

☐ Using your project plan, complete an application confirming that your project is NOT research. The application must be completed in its entirety, be thorough, complete, and free of grammatical errors. Forms that do not include specific details on how you will achieve your goal will be returned for more information, causing significant delays in the application. The turnaround time to receive the determination memo from eIRB is several weeks.

- The HSR determination process is completed by using eIRB and is located at https://webauth.wfunet.wfu.edu/wayf/rc-w_mc-s/?entityID=https%3A%2F%2Feirb.wakehealth.edu%2Fsp&return=https%3A%2F%2Feirb.wakehealth.edu%2FShibboleth.sso%2FLogin%3FSAMLDS%3D1%26target%3Dss%253Amem%253Ada3e1c2091cc5a2398445b68d7625e605f8dde079c1f0b0b7ad39cc5d123e61f

- To use eIRB you must be a teammate or have a Network ID number created by the nursing clinical affiliations team (email- ASC-ClinicalAffiliations@aah.org).

- When completing the application, avoid all terms on the application that indicate research study, randomized control, hypothesis, investigation, generalizable knowledge, subjects, etc.

- Use the terms that clearly identify this project as non-research. Use terms such as single site, EBP change project or QI project, educational focus, etc.

☐ Your chair and preceptor must review and approve the completed application ***before submission***. While the form itself is brief, your responses to the questions must fully describe all aspects of your project. One-sentence responses or vague responses are not acceptable.

☐ It is highly recommended the site leader is aware and approves of your project before implementation. Your preceptor can facilitate this approval.

☐ Submit your **application** to eIRB. Follow the instructions received via email as additional errors will delay the process.

☐ Please check the eIRB website frequently for the status of your application and your decision memo. The turnaround time to receive the determination memo from eIRB is several weeks. **Submit the determination memo to your school.**

Step 3 – Begin site-based onboarding as a student to your AHMR location through Nursing Clinical Affiliations (this is different from onboarding with your academic institution).

The faculty chair or University designee submits an electronic placement request through **myClinicalExchange (mCE).**

☐ **Once your placement has been approved by AHMR student affiliations**, you will begin onboarding. This must be done with each course/semester or yearly (Jan-Dec) until your project is completed. Onboarding instructions for all AHMR sites are available on the Nursing & Medical Assistant Clinical Placement website.

> **NOTE:** If you are in consecutive semesters, the school must still send in your placement request for each course/semester or year. However, we can use the orientation modules from the beginning of the year.

Step 4 – Conducting the Project

☐ Adhere to the project protocol you identified in the approved application.

☐ Biostatistician support for MSN/DNP student projects is _**not**_ available at Advocate Health. Support should be sought through your program/school of nursing.

☐ Touch base frequently with your preceptor and academic project chair to update them on the progress of your project.

> o Have regularly scheduled conversations with your preceptor and academic project chair.
> o Schedule a mid-project preceptor/faculty follow-up discussion of your project.

☐ Report any project issues to your preceptor and your chair immediately.

Step 5 – Disseminating Project Results

☐ Any data and materials utilized in your project that you plan to disseminate must be reviewed by your preceptor and chair before public release.

☐ Plan an internal AHMR presentation. AHMR often expects students to present completed projects to appropriate groups within our organization. Your preceptor can help you find internal presentation venues. It is important to protect the site. When presenting please use generic language when describing the site, findings, etc. **If you are an AHMR team member, it is recommended that you prepare/submit an abstract to present your work at our yearly Nursing Conference.**