Student Project Clinical Instructions

Clinical Experience	Example and Requirements
Project/capstone-based placement	(e.g., Quality improvement project, practice change project, evidence-based practice project, etc.) **eIRB REQUIRED**

eIRB Application- Required for ALL Projects

This project placement request will not be cleared to start until the official Determination memo is uploaded to the Document section in myClinicalExchange or emailed to the shared email address below.

ASC-ClinicalAffiliations@aah.org

ALL projects must be submitted for determination through a cloud-based system titled eIRB (Wake Forest | Select your Wake Forest affiliation (wfu.edu)); full IRB may be required. eIRB submission is an Advocate Health requirement although your school may not require it. This requirement excludes obtaining/observing skills, project/capstone planning courses, and patient-facing clinical hours i.e., a nurse practitioner student or direct patient care rotations. Protected health information may **not** be taken off Advocate Health premises.

Two approvals are required before the student may begin the rotation.

(1) The request is approved in myClinicalExchange (mCE).

(2) The student and school clinical coordinator complete compliance and document requirements to obtain a thumbs up in mCE. The official Determination response memo will be uploaded to mCE by the student. Thumbs up will be reviewed by our team. The school coordinator will also attest to the rotation which will display a checkmark in Rotation Manager. A clearance email will be sent to the student, school, and preceptor.

The entire process may take up to one month.

Preliminary Steps

1. Students: discuss your project idea with the preceptor, unit leaders, and/or bedside clinicians. Obtain approval from the unit/department leader for your project idea. Discuss with your leader if the project will be implemented on the unit you are employed.
2. The school clinical coordinator must enter the preceptor's name and email address into the comment section of the request in mCE. The preceptor will be confirmed by our team.
3. School coordinator: Enter a comment in mCE to indicate the student is an employee or is not an employee in our organization.

4. **Non-employee students**: Email ASC-ClinicalAffiliations@aah.org immediately if you are *not* an employee in our organization. Include the following information. We will create a Network ID and you must activate the Network ID number. *__Current employees__ have a Network ID number and do not need to request one, but must request access to eIRB). Employees- proceed to the Requesting eIRB access section, step 1 below.*

Full Name with **Middle Initial**	
School program or track	
Phone number	
Full date of birth	
Last 4 digits of SSN	
Email address	
Start date and end date	
Clinical location	
School name, address, city, state, zip code, phone number	

5. **Non-employee students:** Notify the following email address once you have activated the Network ID number. Our team will request Single Sign On (SSO) access for you.
    - ASC-ClinicalAffiliations@aah.org
6. Our team will review and approve the project request in myClinicalExchange.
7. Once the request is approved, the school must add the student to the rotation so they may complete the next steps.

Requesting eIRB access

> **Students:** Complete your 'personal info' in mCE and indicate if you are an employee (Employed at). You may complete this by going to Account Settings. Leave the field blank if you are not an employee.

1. Students: Contact the following email addresses to request eIRB access if you have a Network ID number and have activated the number. Students must apply to eIRB after the Network ID number has been created (a, b, c, d, or n number) and activated.
    __Current employees__ have a Network ID number and do not need to request one.
    - Send the following table to (copy both email addresses):
        - AC_APPS@WakeHealth.edu to request access to the eIRB website.
        - IRBOffice@aah.org to request the role of the principal investigator (PI).

Created by: Nursing Education and Professional Development Created: 3.12.2019 Revised 1.2.2025

First Name	Middle Initial	Last Name	aah.org email address (*created for non-employee)	Network ID (a, b, c, d, or n number)	Email for IRB communications- (school email address)

2. Students: Final rotation clearance will not be provided until the following items are completed in mCE and Workday.
   - Annual education in our learning management system (Workday) if the courses are available.
   - Compliance requirements such as immunizations and background checks (send to your school)
   - Upload the official Determination memo (received from eIRB) or email the memo to the shared email address ASC-ClinicalAffiliations@aah.org .
   - Screenshot of the myClinicalExchange screen uploaded to the eIRB application (see directions below).

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3. Students: Review the eIRB platform interactive course.
   - Select a Review Type - eIRB | Rise 360 (articulate.com)
   - Select the non-human subject research course. Follow the step-by-step instructions when submitting the application.

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eIRB Application

1. Students: Login Wake Forest | Select your Wake Forest affiliation (wfu.edu)
   - Select Advocate Health
   - **Use the aah.org email address to login.**
   - Recommendation: Login using the Advocate Health Network or VPN.

2. Reminders: Answer all questions in their entirety
   i. Is this study considered Human Subject Research?
      1. **No**
   ii. Select a region.
      1. Select Advocate if Illinois, Aurora if Wisconsin.
   iii. Does the project involve a systematic investigation, including research development, testing, and evaluation, designed to develop or to contribute to generalizable knowledge?
      1. **No**
   iv. Study coordinator: Search for your name.
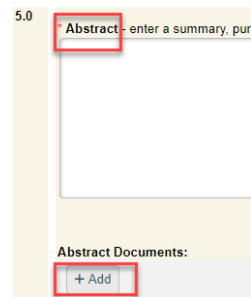   v. Principal Investigator: Search for your name.
   vi. Answer all questions and select OK.
   vii. Abstract (screenshot below)
      1. Provide a detailed summary of your project proposal
      2. Abstract documents: Click on the +Add icon to upload a

screenshot of myClinicalExchange that includes your name, school, rotation dates, and the name of your program i.e., MSN, DNP, CNS, etc.
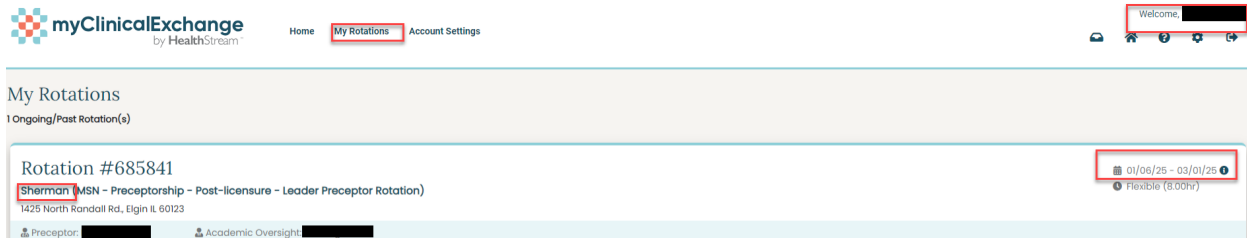

    viii.   Requested Review Type:
          1.   Select Not Human Subjects Research
    ix.   My activities section:
          1.   Submit application (left side)
    x.   Biosketch
          1.   Upload your resume or CV.

3. CITI training is ***not*** required for quality improvement projects. It is only required if the student is participating in human subject research. You may receive an automated email stating IRB: Certification Problem with Study Team Member.

4. eIRB questions:
    i.   Email eIRBhelp@WakeHealth.edu
    ii.   Select the Contact Us page on the eIRB platform.

5. Students: Check the status of your request on the eIRB platform (Applications> In Progress). If revisions are required, you will receive an email and may also review the revisions requested in eIRB. It may be determined that your project involves Human Subject Research. If so, you must complete additional application requirements.

6. Determination memo- You will receive an email from eIRB@wakehealth.edu once your application is approved (Subject- IRB: Notification of IRB Approval). Login to eIRB to obtain the official determination memo, please upload it to mCE.
    i.   Click Application
    ii.   Approved
    iii.   Click the Name of your project.
    iv.   Open the IRB Memo
    v.   Save the document to your device.

Our team will review the memo and send a clearance email when a thumbs up and attestation checkmark are noted in myClinicalExchange. The clearance email will be sent to the school coordinator, preceptor, and student. You may begin the project after the clearance email is received.