Advocate Aurora Health (AAH)
RN to BSN, MSN, and DNP Scholarly Project Checklist

The purpose of this document/checklist is to provide important 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 prior to beginning your project at AAH.**

- During meetings with your academic project chair, it is an expectation that you:
  - focus your clinical question based on the problem identified and need for the project
  - discuss project fit for meeting program expectations
  - identify appropriate outcome measures

- Identify possible AAH sites and qualified preceptor to conduct your project (refer to your academic project requirements to determine who is qualified to serve in the role of preceptor prior to 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 organizations priority.

- Validate support (resources including preceptor time to work with you) for the project at the site

- Meet with your preceptor and discuss the expectations for a project preceptor. Provide a written document (copy of the syllabus and/or project toolkit to review) that clearly lists expectations.

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

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

**Step 2 – Begin site-based onboarding as a student to your AAH location through Nursing Clinical Affiliations (this is not the same as onboarding with your academic institution).**

Faculty chair or University designee submits an electronic placement request through [myClinicalExchange](#).

- If a contract needs to be signed between AAH 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](mailto:ASC-ClinicalAffiliations@aah.org) or Wisconsin - [WINursingClinicalAffiliations@aah.org](mailto:WINursingClinicalAffiliations@aah.org)
Once your placement has been approved by AAH 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 AAH 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 each course/semester or year. However, we can use the paperwork and orientation from the beginning of the program.

Step 3 - You must complete all these tasks prior to beginning any projects at AAH.

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

□ Specific considerations for use of data in a student project.
  • Data is defined as metrics employed by AAH 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 AAH 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 AAH.
    o Identifiable PHI is not accessible to AAH employees who are in a student role and looking to use identifiable PHI in a project for an academic degree when the project is done at AAH.
    o PHI may only be used by a student when the PHI has been de-identified by an AAH employee with approved access to electronic health records 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 AAH may only be done when an additional data user agreement is put in place. Data user agreements are enacted between the academic site and the clinical site and require time for legal review and approval (this is only applicable for research studies)

Completing the Human Subjects Research (HSR) Determination form

□ Using your project plan, draft a Human Subjects Research (HSR) Determination Request Form confirming that your project is NOT research. The HSR form must be completed in its entirety, be thorough, complete, and free of grammatical errors. Forms that do not included specific details on how you will achieve your goal will be returned with more information, causing delays if the application. The form must be typed and e- signed.

• The HSR determination form is located at https://www.IRBNet.org/release/home.htm
• To use IRBNet.org you must set up an account by completing the new user registration. The new account must be associated with Advocate Aurora Health (AAH). If you have an existing account in IRBNet.org add AAH Downers Grove, IL., to your existing affiliations. To do this go to your user profile to add the additional affiliation.

• Avoid terms on the application that HSR form including research, randomized control, study, hypothesis, investigation, generalizable knowledge, subjects, etc.

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

• You must also complete the project summary form (Review the Advocate Aurora Health HSR/IRB and Project Summary Submission Requirements instructions located on the website).

Advocate Aurora Student Projects/ Nursing Research | Aurora Health Care

☐ Your chair and preceptor must review and approve the completed HSR determination form prior to submission. Below are detailed instructions for answering the questions on the HSR determination form.

You are asked to answer 8 questions in Section II – Study Information. 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.

• Considerations: Will an AAH caregiver/employee be surveyed as a participant in the conduct of the project?
  o You will need to include a clean copy of your survey or questionnaire along with the completed Human Subject Research Determination Form.
  o Employees and employee time are of high value. We encourage you to limit use of surveys.

• Question 1: Is the project designed to contribute to generalizable knowledge?
  o Results from evidence-based practice projects and performance improvement projects are not considered “generalizable knowledge”. Therefore, answer no to all the 5 sub questions listed here.
  o Even though the form uses the term “study” in quite a few places, your project is not a study. Always refer to it as a “project”.

• Question 2: Describe the reasons for conducting the proposed EBP/QI project.
  o The reasons for conducting the proposed project are those things you have discussed and written about when doing your proposal for class.
  o Your background and significance that you identified from literature combined with a demonstrated need from the identified project site should be included in this response.
  o Include a summary statement that captures the benefits of the project for the patients, the site, or the employees.

• Question 3: Provide a brief synopsis of the project, including objective(s)
  o Your objective(s) must be realistic, clearly written, and measurable.
  o Each objective should measure only one outcome
  o How will you recruit your participants?
  o If there is an intervention, what will that entail? Be specific. What is expected of the participants?
  o Is your preceptor de-identifying any data for you? Are you using aggregate data
• Question 4: Will the project involve testing an experimental drug, device (including medical software or assays), or biologic? **CHOOSE ONE**

• Question 5: Will the project involve testing a new tool or survey that has not been previously validated? **CHOOSE ONE**

• Question 6: List all sites where it is expected for this project to be conducted:

• Question 7: Will AAH medical records of living individuals be accessed during this project? **CHOOSE ONE**

• Question 8: Describe the subject population/type of data/specimens to be studied. Indicate whether the data/specimens will be identifiable, entirely de-identified or whether the data/specimens will be linked by any code or identifiers (e.g., name, medical record number, date of birth, zip code, etc.)

☐ Recommendation: Approval by leadership at the site.

☐ Submit your project summary and HSR determination form to IRBNet.

☐ Please check the IRBNet website frequently for the status of your application and for your decision letter.

**Step 4 – Conducting the Project**

☐ Adhere to the project protocol you identified in the approved Human Subjects Research Determination Form

☐ 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 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 **prior** to public release

☐ Plan an internal AAH presentation. Advocate Aurora Health 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 an AAH team member, it is recommended**
that you present your work at our yearly Nursing Conference.