Policy: Nursing research involves nurses as members of the research team. They may fulfill roles such as investigators, subjects, providers of study interventions, data collectors, and data analyzers. Such research must be reviewed by the GHS Institutional Review Board (IRB) and the Nursing Research Council (NRC). * Lean/Six Sigma Projects do not require NRC review, but in some cases, may require IRB review.

Procedure:

I. Prerequisites To Conduct Nursing Research

The NRC conducts the departmental scientific review for nurse investigators or for studies where the subjects are RPH nurses prior (or simultaneously, depending on the situation—see Section II) to the principle investigator seeking approval from the IRB. The NRC will assist nurse investigators with the research approval process.

Nurse researchers must be either an employee of RPH or a contracted student or faculty members from an accredited School of Nursing. Other researchers wishing to conduct nursing research within the clinical areas must meet the following eligibility requirements:

1. Possess a current professional license in the Commonwealth of Pennsylvania
2. Provide proof of current BLS certification
3. Documentation of a PPD administered and read within the past 12 months
4. Documentation of a negative five panel drug screen consistent with Guthrie policy.
5. Documentation of Personal Health Insurance
6. Copy of Immunization Records to include:
   A. Two dates for Measles, Mumps, Rubella immunization or Rubella/Rubeola Titer.
   B. Positive History of Chicken Pox or Varicella Titer.
   C. Documentation of Hepatitis B Immunization.
   D. Documentation of Tetanus within 10 Years.
7. Complete GHS Corporate Compliance training and the Fire & Safety Competency
8. Complete other competencies, as appropriate to the practice setting
9. Human Subjects Training, as stated on the Guthrie Website
10. Criminal Background Check
11. Fingerprinting

Eligibility requirements for other researchers wishing to conduct research in nonclinical areas (i.e., medical record reviews, staff interviews/surveys, etc) will be determined by the NRC on a case by case basis. All pre-requisites must be met before data collection can begin.
All expenses associated with meeting these requirements are the sole responsibility of the nonemployed researcher. All researchers must understand that it is their responsibility to protect all protected health information of all study participants. Study information must be kept in a locked or password protected location.

II. Departmental Scientific Review

a. Investigators are required to contact the Department of Nursing Education & Research (DNER) during the stages of proposal development. A copy of the guidelines for the review process will be provided and time frames for accomplishing the review within investigator deadlines will be established. All nurse researchers will be paired with a NRC Liaison, as appointed by the NRC, for guidance and support.

b. The Investigator must present five copies of their research proposal, utilizing the format below, five copies of the RPH Nursing Research Cover Sheet and five copies of the entire research protocol to DNER. The research proposal shall contain:
   1. Abstract
   2. Background information sufficient to establish the significance of studying this problem (do not submit the entire literature review)
   3. Description of the problem, study objectives and hypothesis
   4. Description of research plan: sample selection, instruments, procedures
   5. Projected plan for analysis and interpretation of data, as well as a description of how all personal health information will be protected.
   6. Consent forms where applicable and a description describing how consent will be obtained
   7. Data collection instruments, questionnaires and cover letters where appropriate
   8. Estimate of number of patients/staff to be involved
   9. Plan for involved RPH staff training and education
   10. Estimate of time per subject and total staff nurse time involved (to include training time)
   11. A letter of support from the Director/Manager of the departments involved
   12. Time frame for conducting of study
   13. Potential implications for study for nursing practice
   14. Plan for communicating final report

c. If a proposal is being submitted by a student, a letter from the faculty member who is the primary advisor on the project must accompany the proposal submission. The letter must identify how the faculty member can be reached by letter, telephone and email and must contain the faculty member’s endorsement of the project.
If you are viewing a printed copy of this policy, please note that the most current version is located on the intranet site.
b. Researchers affiliated with other institutions must also submit a letter of approval from their own IRB or equivalent human subjects review committee to the NRC

c. Data collection may begin when DNER is notified in writing of IRB approval. A study start date and reporting schedule will be determined at this time.

d. The letter of approval, along with a copy of the study protocol should be then submitted to the director/manager of any units on which the study will take place.

e. Data Collection/staff training (if applicable) cannot begin before this point. The NRC Liaison will assist the outside nurse researcher to obtain an identification badge from Human Resources.

IV. Ongoing Study Status Reporting

A. It is the responsibility of the researcher to keep the NRC apprised of the status of the study every six months (from the study start date) utilizing the Study Report Form. This form shall be submitted to NRC two weeks before the due date.

B. Upon study completion (or termination), the researcher will complete the Exit Report Form and appear before the NRC with an Exit Presentation. This presentation shall include:

1. Study outcomes
2. Implications for nursing practice
3. Implication for future nursing research
4. Publication plans

Key Contact: Clinical Nurse Educator, Facilitator Nurse Research Council