Student Project Template Instructions

<u>Before</u> starting your project, you will need to complete the following:

1. Review the power point presentation "*Completing Your Student Project at GHS*" located on the Medical Education Website.
2. Identify a Gundersen Health System (GHS) mentor/champion/facilitator (in the department/ unit you are doing your project) who oversees the project.
   a. This person cannot be your faculty (or yourself) but must be a GHS employee. For example; a department chair, provider, manager, etc. who is aware of, supports, and oversees your project.
3. Obtain Project approval from your school.
4. Complete project template and send to appropriate email listed below on page 3. (Depending on your project you may need to submit more information, such as a project protocol, or other forms.)
5. Obtain GHS project approval (or exemption) is needed <u>before</u> starting your project.
   a. Reminder: only student ID may be used to access electronic health record or any other information for student projects. You may NOT use your employee ID.

<u>Student Project Template</u>

SCHOOL INFORMATION

<u>Student name</u>:

<u>Email</u>:

<u>Contact number</u>:

<u>School (name, city, state)</u>:

<u>Current level of education (associate, bachelors, masters, doctoral, etc.)</u>:

<u>Degree you are seeking (BS, BSN, MS, MSN, MBA, DNP, PhD, etc.)</u>:

<u>Project advisor/chair/faculty</u>:

   <u>Name</u>:

   <u>Email</u>:

   <u>Phone number</u>:

GUNDERSEN HEALTH SYSTEM (GHS) EMPLOYEE INFORMATION (skip if not a GHS employee)

Department student works in:

Extension:

Email:

PROJECT INFORMATION

Have you registered as a student with Medical Education?   Yes ☐   No ☐

Does your school require IRB project review?   Yes ☐ (attach IRB letter of approval)

** No ☐

If **NO, attach documentation of project approval (letter/form) from faculty or school

Project title:

Department/unit and city, affiliate, or regional location where project will be conducted: (eg: La Crosse hospital surgical-digestive; Tri-county Whitehall hospice)

GHS project facilitator(s)/champion/mentor (other than student/advisor) who provides oversight of project:

Name:

Extension:

Approximate timeframe (start & end dates) of project:

Date range of data to be gathered from electronic health record (write N/A if not applicable):

I believe this project is: (See Project Type Table definitions on the last page of application)

Quality Improvement (QI)

Evidence Based Practice (EBP)

Research

Project objectives and description of project: (See project objectives at end of document)

In 500 words or less describe:

    Method of data collection:

    Participants in your study:

    How you will maintain confidentiality/security of data:

    How you will disseminate results or findings: (eg: conference, staff meeting, publication, Nursing Research on the Green, etc.)

Allow a minimum of 20 working days (4 weeks) for project template review. After review, you will receive notice with any further action needed and/or a letter of approval.

Nursing Students: send this form to: NursingRschEBP@gundersenhealth.org **Non-nursing**

students: send this form to: Melinda Hadley at MAHadley@gundersenhealth.org

For office use only (IRB Coordinator):
This project is: Exempt
Requires Expedited Review
Requires Full IRB Review
Requires HIPPA Waiver
Date approval/exempt letter sent: _____

Project Type Table

	QI	EBP	Research
Definition	Data-driven approach to improve internal systems	Problem-solving to critically appraise best evidence to address a question	Scientific process to validate or generate new knowledge
Purpose	Improves workflow quality and efficiency	Foundation for integration of best evidence in patient care	Reinforces existing and develops new knowledge
Overlaps	Informs EBP and opportunities for Research	Informs QI and opportunities for Research Identifies Research gaps	Informs EBP and QI
Generalizability	No, not to other organizations	Yes, results may be transferrable	Yes, depending on design

Shirey, M., Hauck, S., Embree, J., Kinner, T., Schaar, G., & Phillips, L., et al. (2011). Showcasing differences between quality improvement, evidence-based practice, and research. *The Journal of Continuing Education in Nursing, 42*(2), 57-68.

Project objectives and description of project

Project objectives should detail what, why, who, when, and how a project will be done. Be as specific as possible.

SMART objective template is a helpful resource: https://www.cdc.gov/phcommunities/resourcekit/evaluate/smart_objectives.html

Example: *"Amend the current medication administration policy and procedure to include safety checks and medication administration safe zones to decrease medication administration errors within 3 months after the new policy has been implemented"*

[Moran, K., Burson, R., Conrad, D. (2014). Developing the Scholarly Project in *The Doctor of Nursing Practice Scholarly Project: Framework for Success,* (pp. 126). Burlington, MA: Jones and Bartlett Learning.]