Completing Your Nursing Student Project within Gundersen Health System
Student Project Work

- All nursing students completing a project within Gundersen Health System (GHS) must go through student project vetting and Human Subjects oversight (Institutional Review Board)

- Why?
  - To protect patients and health care information
    - Federal mandates
  - To protect staff
  - To protect the student and school
  - To align with organizational initiatives
Projects

- Link the student to the system
- Uphold the Triple Aim and mission of GHS
- Add value to the system
- Provide a different perspective
- Have a plan for sustainability
- Allow for project review/approval process (approximately 6-8 weeks or more)
Approval

- **What**: Approval of any nursing student project conducted in the GHS system
- **Where**: Student project vetting committee and Human Subjects oversight or Institutional Review Board (IRB)
- **When**: Prior to any data collection/data review
- **How**: Follow process outlined in this document and “Vetting/IRB Process for Students” document on Medical Education website
Getting Started

• Submit a student application through Medical Education
  - After your application is submitted, the student program coordinator will reach out to you
    • For student registration information
    • For further project details
    • Assists with school affiliation agreement

Gundersen Lutheran Medical Center, Inc. | Gundersen Clinic, Ltd.
Student Project

- Any level of student (diploma, bachelors, RN to BSN, masters, doctoral, post-doc, etc.)
  - After applying, review this presentation
  - Review “Vetting/IRB Process for Students” document
- Develop project plan with school
  - Obtain approval from school/faculty/school IRB
- Fill out student project template on Medical Education website and submit for review per template instructions
Review Process

• Nursing student projects will be reviewed by the Student Project Vetting committee
  – Reviewed for: meeting Triple Aim objectives, GHS mission, and nursing system priorities/objectives
  – Committee will: approve, ask student for clarifying information, or deny the project

• Human subjects oversight
  – After vetting approval, student will submit for human subjects oversight or IRB determination
  – Student will receive a letter of approval, exemption, expedited review or asked for additional information
    • IRB Coordinator will send letter or ask for information

Gundersen Lutheran Medical Center, Inc. | Gundersen Clinic, Ltd.
Review Process Continued

NOTE:
APPROVAL PROCESS MAY TAKE **6-8 WEEKS AND POTENTIALLY LONGER** IF ADDITIONAL INFORMATION OR FORMS ARE REQUESTED

Plan your timeline appropriately

Students CANNOT begin data collection or implement until the project has been approved or deemed exempt
Exempt Projects

• If you receive a letter that your project is exempt, continue to connect with Medical Education until all project work is completed
  – If there are any changes to your project, contact the IRB coordinator for further assistance
    • Example: changing the way you collect data, who you collect data from, the kind of data you are collecting or any other changes
  – Maintain contact with your GHS facilitator/champion/mentor
Project Requires IRB Review

• If your project receives an IRB number, IRB will provide oversight of the project
  – Any changes to the project or adverse events will need to be reported to the IRB as noted in the approval letter

• Upon completion of your project, you will fill out the IRB final report form
  – IRB Coordinator will contact you about the form
Reminders

- Only **deidentified data** may be reported in school papers or leave the organization for any type of project
- Deidentify **GHS** in school papers/posters and information
  - Example: “Project conducted at a healthcare facility in the Upper Midwest”
- Students should update their GHS facilitator/advisor/mentor of any changes in their projects and provide updates throughout the process
Completed Projects

• Project results should be reported using the form on Medical Education website “Student Project Completion Form”

• Project information/results should be disseminated. Potential opportunities include:
  – Unit level: staff meeting, Dept. chair meeting, etc.
  – Organizational level: system level meeting or poster presentation
  – Local or national level: Nursing Research on the Green, local/national conference poster or podium presentation, etc.
Celebrate!

- Congratulations on completing the student project process information
- For nursing project questions, contact Nursing Research at 775-7525 or ext. 57525 or email nursingresearchEBP@gundersenhealth.org
- For other questions contact Medical Education at 775-2081 or ext. 52081
The End