Completing Your Student Project at Gundersen Health System
Student Project Work

- All students completing a project within the 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
- Plan ahead to allow project review/approval process (approximately 6-8 weeks or more)
Approval

• **What**: Approval of any 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
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
Student Project

- Any level of student (diploma, bachelors, RN to BSN, masters, doctoral, post-doc, etc.)
  - After applying, review this presentation
  - 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
  – Student will receive a letter of approval, exemption, or asked for additional information
    • IRB Coordinator will send letter or ask for information
Review Process Continued

NOTE:

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

Plan your timeline appropriately

Students CANNOT begin data collection 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 papers and information
• Students should update their GHS facilitator/champion/mentor of any changes in their projects and provide updates throughout the process
Follow Up

• 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 775-9080 or ext. 59080 or email nursingrschEBP@gundersenhealth.org
- For other questions contact Medical Education at 775-2081 or ext. 52081