THE OHIO STATE UNIVERSITY

WEXNER MEDICAL CENTER

Policy Name: Graduate Student Feasibility Review
Guidelines (Nursing)

Applies to Nursing Personnel at: Brain and Spine, Dodd Hall , East Hospital, OSU Harding , Ross Heart
Hospital , University Hospital (UH)

GUIDELINE

Definitions

Term	Definition
Graduate Student Feasibility Review Committee	This committee determines the feasibility of scholary projects within the institution, assures there is congruence between current institutional initiatives/priorities, identifies resources needed to complete the scholary project, and assures all necessary institutional approvals are in place.
Scholarly Project	Any student project that involves the collection and analysis of institutional, patient data or data collected from employees that will be used in a DNP scholarly project or PhD dissertation.

Guideline Index

Cover Sheet Graduate Feasiblity Review
Final Submission Check List
Data Source Table

Guideline Details

This guideline applies to Registered Nurses (RNs) who wish to engage in a scholarly project (DNP Project or
PhD Dissertation) at The Ohio State University Wexner Medical Center (OSUWMC). To be eligible to pursue a
graduate student scholarly project at OSUWMC, the project must align with the mission, vision, values and
strategic plan of OSUWMC and must meet at least one of the following criteria:

(1) The student must be employed at OSUWMC or The Ohio State University (eg: College Of Nursing
(CON), College Of Medicine (COM) and pursuing a DNP or PhD at The Ohio State University CON.
If a student is enrolled at a college/university other than The Ohio State University (OSU), the
school must have a signed affliation agreement in place.

In all cases, graduate students must meet the following requirements as outlined by the *Clinical Education
Affiliation Agreement* and be in compliance with OSUWMC policies and procedures prior to beginning any
project work.Criteria include, but are not limited to:
- Background Checks
- Health Screening
- HIPAA Training
- Drug Screen
- CPR certification
- Integrated Health Information System (IHIS) training
- Completion of Computer-based Learning Module requirements

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1. RNs who are interested in conducting a scholarly project at OSUWMC are strongly encouraged to consult with the Graduate Student Feasibility Committee during the planning process of their project. It is recommended that the student participate in a pre-Graduate Student Feasibility Review meeting with the committee chair (i.e. OSUWMC Health System Clinical Nurse Scientist) to assist with preparation of the required documents. Initial contact should be made through the committee chairperson.
2. The decision to support scholarly projects in programs outside of The Ohio State University CON, is at the discretion of the Graduate Student Feasibility Review Committee. It is recommended that these students consult with the Graduate Student Feasibility Review Committee Chairperson early in the process.
3. Collection of institutional and/or administrative data, staff data, or patient data requires **written permission** and adherence to the [Patient Information and HIPAA 09-03](#), and the OSUWMC Quality and Patient safety department requirement of a [Data Quality Release Form](#)
4. Collection of patient data and protected health information (PHI) requires Institutional Review Board (IRB) approval and approval of the [Health Imformation Systems Access Review Committee](#)
5. The Graduate Student Feasibility Review Committee meets monthly. Contact the committee chairperson to schedule the review.
    a. For students who do not need IRB review or Health Information Systes Access Review Committee (HISARC) approval, it is recommended that they request a review at least 1-2 months prior to anticipation of the initiation of the project.
    b. For students who do need IRB review and/or HISARC approval, it is recommended that they schedule a graduate student feasibility review prior to IRB and/or HISARC submission.
    c. Final approval from the Graduate Student Feasibility Committee will not be granted until after IRB and HISARC approval has been granted.
6. Graduate Student Feasibility Committee approval must be in place prior to initiating any scholarly pojects.

Required Submission

1. The following documents must be submitted to the Graduate Student Feasibility Review Chairperson at least 2 weeks prior to the scheduled review:
    a. [Cover Sheet Graduate Feasiblity Review](#)
    b. An executive summary (1-2 pages) which outlines:
        i. Objectives/Aims of Study
        ii. Setting (eg unit/clinic)
        iii. Sample
        iv. Methods: summary of methods
        v. IRB protocol (only for projects that require IRB submission)
        vi. Data Collection Sheets
        vii. [Data Source Table](#)
        viii. Timeline (start date and approximate date of completion)

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    c. Written documentation of one of the following:
        1. IRB approval/documentation of Waiver of IRB approval
        2. Supporting documentation that IRB review is not required (ie: OSU College of Nursing Human Subjects Research Assessment form)
    d. An approval letter or form from your advisor and/or committee.
    e. An approved [Data Quality Release Form](#) from the OSUWMC Department of Quality and Patient Safety for any data (both aggregate and patient data and personal health information) that will be collected. A letter of approval from the nurse manager or appropriate supervisor of the department in which the project activities will take place.
    f. In cases where the project involves OSU nursing staff who are members of the Ohio State University Nurses' Organization (OSUNO), documentation of approval (either letter or email) from the current OSUNA president is required.
    g. Submission of [Final Submission Checklist](#)

Conduct of Meeting

1. The Graduate Student Feasibility Review committee members include: Clinical Nurse Scientist (chairperson), Director of Nursing Education, Director of Nursing Quality and Evidence-based Practice, Associate Director of Evidence-Based Practice and Standards, Director of Advanced Practice Nursing, OSU College of Nursing Faculty member, and additional ad hoc members as needed and determined by subject content.
2. Students should prepare a 10-minute verbal overview (no PowerPoints) of their project highlighting the objectives of the project, methods that will be used, data that will be collected, and anticipated outcomes.
3. Student college/academic advisors are strongly encouraged to attend.
4. Committee members may ask questions related to the project and ask students to clarify any issues related to required approvals.

Outcome of Review

1. At the conclusion of the meeting, the student will be given verbal direction as to any changes required or any further approvals needed. If there are no revisions, the student will receive a written letter from the Graduate Student Feasibility Review Committee Chairperson within 72 hours indicating that the project has been approved.
2. Minor changes can be submitted directly to the Committee Chair. If changes are acceptable, the student will receive a written letter from the Graduate Student Feasibility Review Committee Chairperson within 72 hours indicating that the project has been approved
3. In the event that the project is determined not to be feasible, a meeting will be scheduled with the Committee Chair, the student and a member of the students Graduate Student Feasiblity Committee.

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Initiating the Scholarly Project - Students may begin their project upon once all three items are complete:

1. Receipt of the Graduate Student Feasibility Review approval letter
2. Agreement from the unit/department supervisor on date to begin project
3. Completion of the OSU EBP/Research QI Project Form

Completion and Dissemination of Scholarly Project

1. Completion of the project, update completion data on OSU EBP/Research QI Project Form
2. Submit an abstract of your completed project to the Graduate Student Feasibility Review Committee Chairperson.
3. Work with unit/department manager to share results of project with unit/department staff.
4. Notify the Graduate Student Feasibility Review Committee Chairperson of any plans to disseminate the project beyond OSUWMC including conferences and/or publications.

Contacts

Subject	Office	Telephone	E-mail/URL
Graduate Student Feasibility Committee Chair: Clinical Nurse Scientist		614-581-2527	Esther.Chipps@osumc.edu
Associate Director of Continuing Education		614-366-8218	Amy.Knupp@osumc.edu
Director of Nursing Education		614-293-5542	Brenda.Hixon@osumc.edu
Associate Director of Evidence Based Practice and Standards		614-293-4943	Bevra.Brinkman@osumc.edu
Director of Health SystemNursing Quality and Evidence-Based Practice		614-366-1802	Ruth.Labardee@osumc.edu

History

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Approved by: Operational Standards Committee

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Appendix A

Cover Sheet for Graduate Student Feasibility Review

Student Name:_____

Email: _____

Name of University:

  □ **OSU College of Nursing**

  □ **Other**

   Name of College University

   Does OSUWMC have an educational affiliation agreement in place?
   □ **Yes**   □   **No**

Are you currently an Ohio State University Wexner Medical Center Employee?

  □ **Yes**   □   **No**

If no, where are you employed?_____

Current Job Title:_____

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Appendix B

Final Submission Check List

Please use this form to ensure you have all of the required submission materials

- ☐ **College Advisor/Committee Approval Letter**

- ☐ **Data Collection Sheets**

- ☐ **Data Source Table**

- ☐ **Human Subjects Assessment Form**

- ☐ **Documentation of IRB approval or waiver (if needed)**

- ☐ **Data Quality Release Form (if needed)**

- ☐ **Letter of Support from Unit Leaders (minimum of 1)**

- ☐ **Ohio Nurses' Organization support (if needed)**

Signature: _____

Date: _____

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Appendix C

Example Data Source Table

Data Elements/Variables	Data De-identified (Yes/No)	Location of Data	Required Authorizations	Comment
Nursing Satisfaction Survey	yes	Prospective Survey to be given to OSUWMC nursing Staff	Ohio State University Nurses Association Data Quality Safety Form	Email Sent to OSUNO president
Fall Risk Score	No	Medical Record	IRB HISARC Review Quality Safety Form	IRB approval obtained; HISARC in progress
Number of patients vaccinated for flu in ambulatory clinic	yes	Information Warehouse	Data Quality Safety Form	IW request initiated through eservices
CAM-ICU and RASS scores	yes	Information Warehouse	Data Quality Safety Form	IW request initiated through eservices

Please complete the table below

Data Elements/Variables	Data De-identified (Yes/No)	Location of Data	Required Authorizations	Comment