

Beaumont[®]

Subject NURSING RESEARCH POLICY		No. 840	Page 1 of 6
Content Expert(s) Nursing	Prior Issue Date 02/17/11	Issue Date 07/03/13	

I. DEFINITION OF NURSING RESEARCH:

All research where a nurse is the Principle Investigator or where nurses are the sample population.

II. GENERAL GUIDELINES

- A. The review of nursing research proposals will be coordinated by the Department of Nursing Education and Research at Royal Oak, Troy, and Grosse Pointe. They will be referred to as the Beaumont *Nursing Research Review Board [NRRB]* throughout this document.
- B. Research/Data collection CANNOT begin until receiving written approval first from the Beaumont NRRB and then the Beaumont Human Investigations Committee (HIC).
- C. NRRB Contacts:

	Troy	Royal Oak	Grosse Pointe
Contact	Amanda Grecky	Randy Whitney	Nursing Education
Internal Address:	200 Troy Department of Nursing Education and Research	112 ABE Department of Nursing Education and Research	700 Grosse Pointe Department of Nursing Education and Research
Address:	Beaumont, Troy Department of Nursing Education and Research 44201 Dequindre Road Troy, MI 48085	Beaumont, Royal Oak Department of Nursing Education and Research 112 ABE 3601 W Thirteen Mile Rd Royal Oak, MI 48073-6769	Beaumont, Grosse Pointe Department of Nursing Education and Research 468 Cadieux Grosse Pointe, MI 48230
Phone:	248-964-5150	248-898-9778	313-473-1735
Email:	Amanda.grecky@beaumont.edu	rwhitney@beaumont.edu	

- D. Internal proposals for nursing studies will be considered from individuals who:
 1. Are nurses employed by Beaumont Health System
 2. Have started the on-line Collaborative Institutional Training Initiative (CITI) training. The CITI training can be accessed at www.citiprogram.org. The training must be completed before submitting the research application to the HIC.
- E. External (any external applicants may only be PI of a study if it is minimal risk) proposals for nursing studies will be considered from individuals:
 1. Who have completed the on-line CITI training for Beaumont Health System? Some nurses outside of Beaumont, may have completed CITI for their institution, but will need to add William Beaumont Hospital as an affiliate and complete our selected modules.
 2. Who are completing nursing research for a master's or doctoral program
 3. Whose research is deemed supportive of the mission of the hospital

PATIENT CARE – CORPORATE POLICIES

Disclaimer: User must ensure that any printed copies of this policy/procedure are current by checking the policy/procedure web page before use.

Beaumont®

Subject NURSING RESEARCH POLICY		No. 840	Page 2 of 6
Content Expert(s) Nursing	Prior Issue Date 02/17/11	Issue Date 07/03/13	

II. GENERAL GUIDELINES (Cont'd)

- F. Investigations that will be supported include:
1. Original research
 2. Replication studies
 3. Special projects, i.e. utilizing knowledge of the research process to improve routine problem solving
 4. Review of medical records or specimens
- G. Consultation, questions and other resources
1. See NRRB Contact
 2. Consultation resources are provided for Beaumont Employees
 3. Consultation and other resources **will not** be provided by the hospital for non-Beaumont employees.
- H. Students: Studies conducted by students are the responsibility of the faculty advisors; exceptions can be made at the discretion of the Nursing Research Review Board.

III. PROCEDURES FOR SUBMITTING PROPOSALS

- A. CITI training [www.citiprogram.org]
1. See "Appendix A: CITI TRAINING DIRECTIONS"
 2. Required for all key personnel associated with the research study. This includes the Primary Investigator [PI], data collectors, chart reviewers, data analyzers, etc.
 3. Must be started before applying to the NNRB and finished before applying to HIC or implementing research.
 4. CITI Training must be renewed every 3 years.
- B. Implementation of your research and data collection cannot begin until you receive written approval first from the Beaumont NRRB and then Beaumont HIC.
- C. Contact Manager/Designee of Nursing Unit/Department
1. If research will be conducted on one nursing unit, contact the manager of that one unit.
 2. If research will be conducted on multiple nursing units, contact the director of the division as the Designee. If research conducted on all nursing units, contact the Vice President of Nursing. Contact the NRRB for specifics.

PATIENT CARE – CORPORATE POLICIES

Disclaimer: User must ensure that any printed copies of this policy/procedure are current by checking the policy/procedure web page before use.

Beaumont®

Subject NURSING RESEARCH POLICY		No. 840	Page 3 of 6
Content Expert(s) Nursing	Prior Issue Date 02/17/11	Issue Date 07/03/13	

III. PROCEDURES FOR SUBMITTING PROPOSALS (Cont'd)

3. Researcher and the nursing manager/designee will develop mutually agreed upon specific requirements to conduct the research; as specified in the *Letter of Agreement to Conduct Nursing Research*.

Examples of specific requirements:

- Dates of data collection
 - Researcher will educate 50% of nursing staff on research protocol
 - Researcher will collect data during off-peak hours 3p to 8p;
 - Researcher may/may not use copy machine
 - Researcher may/may not use unit's secretarial support
4. Researcher & Manager/Designee will both sign the *Letter of Agreement to Conduct Nursing Research*
 5. Manager/Designee is responsible for communicating research details to subordinates

D. Submit to NRRB Contact

1. Applications to Conduct Nursing Research,
 - 1 hard copy & 1 electronic copy
 - Inside Beaumont website: Departments> Nursing> Education/Research/Professional Practice>Nursing Research & Evidence Based Practice
 - Documents are not available from the Beaumont external website. Contact the NRRB.
2. Letters of Agreement to Conduct Nursing Research
 - 1 hard copy & 1 electronic copy
 - Inside Beaumont website: Departments> Nursing> Education/Research/Professional Practice>Nursing Research & Evidence Based Practice
 - Documents are not available from the Beaumont external website. Contact the NRRB
3. External researchers only:
 - Independent researcher: Provide a resume, which includes documentation of your research credentials. Mail with hard copy of *Application to Conduct Nursing Research*.
 - Student or University/College staff: must provide copy of the University/College's Institutional Review Board approval to conduct research. Mail with hard copy of *Application to Conduct Nursing Research*.
 - Students: must provide a copy of a faculty advisor agreement from your University/College. Mail with hard copy of *Application to Conduct Nursing Research*.

E. Review & Approval Process

1. Allow 4 weeks, from date the application is received, for the review process

PATIENT CARE – CORPORATE POLICIES

Disclaimer: User must ensure that any printed copies of this policy/procedure are current by checking the policy/procedure web page before use.

Beaumont®

Subject NURSING RESEARCH POLICY		No. 840	Page 4 of 6
Content Expert(s) Nursing	Prior Issue Date 02/17/11	Issue Date 07/03/13	

III. PROCEDURES FOR SUBMITTING PROPOSALS (Cont'd)

2. NRRB will review the proposal and determine whether:
 - a. The study is approved as is. The researcher will be notified by the NRRB and the researcher may proceed with submitting application forms to HIC. The study will be assigned a Nursing Research Number. This number must appear on all study materials.
 - b. The study needs to be resubmitted to the NRRB with the indicated changes
 - c. The study is not approved for conduct and will not be accepted for resubmission.

F. Beaumont HIC

1. **Internal link:** *Inside Beaumont Home Page > Departments > Research Institute> Human Investigation Committee > Forms*
2. **External link:** *Call HIC for a copy of the form*

G. Required Reporting to the NRRB contact

1. Status report, every 1 year.
 - a. Send Nursing Research Interim Report (*Inside Beaumont>Departments >Nursing>Education/Research/Professional Practice>Nursing Research & Evidence Based*) to hospital NRRB contact
 - b. Send HIC Progress Report (*Inside Beaumont>Departments> Research Institute>Human Investigation Committee>Forms>Progress Report Form*)
2. Final report upon completion.
 - a. Send Nursing Research Final Report (*Inside Beaumont>Departments >Nursing>Education/Research/Professional Practice>Nursing Research & Evidence Based*) to hospital NRRB contact
 - b. Send HIC Final Report Closure (*Inside Beaumont>Departments> Research Institute>Human Investigation Committee>Forms>Final Report Closure*)
3. Presentation: researcher *may* be asked to present findings as indicated on Letter of Agreement to Conduct Nursing Research.

PATIENT CARE – CORPORATE POLICIES

Disclaimer: User must ensure that any printed copies of this policy/procedure are current by checking the policy/procedure web page before use.

Beaumont®

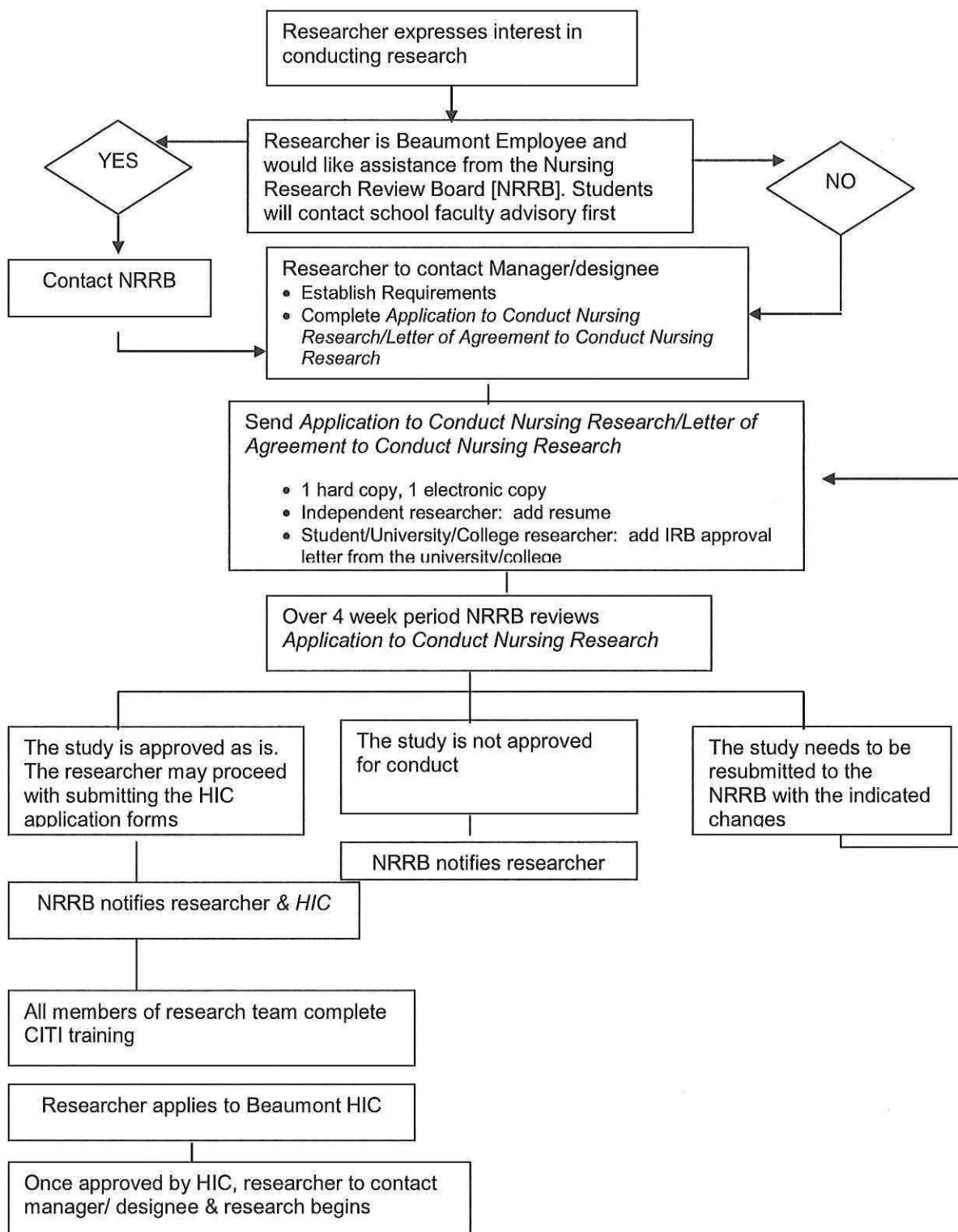
Subject NURSING RESEARCH POLICY		No. 840	Page 5 of 6
Content Expert(s) Nursing	Prior Issue Date 02/17/11	Issue Date 07/03/13	
APPENDIX A: CITI TRAINING DIRECTIONS			
<p>The website is http://www.citiprogram.org/</p> <p>The user will need to create a username and password if that hasn't been done already.</p> <p>William Beaumont Hospital, Research Institute should be selected as the learner group.</p> <p>Select "Question 2 Course in The Protection of Human Subjects" and then click Submit.</p> <p>There will be 13 modules to take. It will take about three hours to complete all the modules.</p> <p>Any questions can be directed to the Human Investigation office at 248-551-0662.</p> <p>Note: CITI training must be renewed every 3 years</p>			

PATIENT CARE – CORPORATE POLICIES

Disclaimer: User must ensure that any printed copies of this policy/procedure are current by checking the policy/procedure web page before use.

Beaumont®

Subject NURSING RESEARCH POLICY		No. 840	Page 6 of 6
Content Expert(s) Nursing	Prior Issue Date 02/17/11	Issue Date 07/03/13	



PATIENT CARE – CORPORATE POLICIES

Disclaimer: User must ensure that any printed copies of this policy/procedure are current by checking the policy/procedure web page before use.