**Entity Policy**
**Code: D: NS-5505**

**Entity:** **University of Minnesota Medical Center, Fairview**
**University of Minnesota Amplatz Children's Hospital**

**Manual:** **Nursing Manual**

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| **Category:** | Nursing |
| **Subject:** | Nursing Research |
| **Purpose:** | • To promote bedside nursing practices that are based on research findings and will promote positive patient outcomes.<br>• To encourage nurses' participation in contributing to the ongoing development of the profession's body of knowledge.<br>• To describe the Nursing Research Council's purpose and function. |
| **Policy:** | Nursing research is an integral part of professional nursing practice at University of Minnesota Medical Center, Fairview and University of Minnesota Amplatz Children's Hospital. It is expected that nurses approach nursing practice with an inquiring, open mind and that they utilize research findings in their practice and as a basis for planning nursing care.<br>The Nursing Research Council will be charged with the following:<br>1. Develop goals and strategies to promote nursing research and research utilization activities.<br>2. Review and evaluate all nursing research proposals for scientific merit and feasibility of implementation whether by University of Minnesota Medical Center and Children's Hospital, Fairview staff, students, or outside individuals.<br>3. Promote identification/utilization of available research references.<br>4. Monitor the implementation of research within Nursing Services.<br>5. Coordinate communication related to department research activities with other review and research bodies (Human Subjects Committee, Practice Councils, School of Nursing Research Committee, Academic Health Center, Cancer Center Review, etc.) |
| **Procedure:** | I. The structure of the Council will be to have a membership representative of both hospitals and multiple clinical areas. The Director of Nursing Practice, Research and Innovation and the University of Minnesota School of Nursing faculty will be represented. In addition, the Nursing Research Council will offer representation to the University of Minnesota School of Nursing Research Committee. The total membership should not exceed fifteen. Eight to ten of the University of Minnesota Medical Center, Fairview and University of Minnesota Amplatz Children's Hospital members should hold a master's degree or higher. The council will be led by co-chairs. All research proposals will be assigned a primary and secondary reviewer who are master's prepared nurses. |

**A. Co-Chair Responsibilities:**

1. Preside at Nursing Research Council Steering Committee meetings.
2. Prepare and distribute agenda prior to all meetings.
3. Represent or delegate representation as requested from other councils or department meetings.
4. Coordinate communication related to department research activities with other review and research bodies (Human Subjects Committee, Practice Councils, School of Nursing, Academic Health Center, Cancer Center Review, etc.)
5. Clarify the charge and responsibilities of workgroups and task forces as they are formed.
6. Assure that a quorum (51%) of members are represented in voting.
7. Prepare a summary of council activities as required.
8. Act as a resource for persons interested in doing research or in the nursing research council.

II. Proposal Review Subcommittee

A. Chair responsibilities:

1. Proposals will be submitted and logged into the Tracking form.
2. Assign primary and secondary reviewers to research proposals.
3. Prepare and send written responses to primary investigators and primary review following Subcommittee's review of proposals, including status, recommendations, and stipulations.
4. Reports to Steering Committee.
5. Assures documents on the Fairview Research Web page are up to date.

B. Primary Reviewer responsibilities (master's level or higher):

1. Reads proposal in-depth.
2. Uses standardized review criteria to evaluate proposal.
3. Seeks assistance as needed if proposal is outside area of clinical expertise.
4. Contacts Principal Investigator with questions about proposal.
5. Accountable for working with secondary reviewer to present a joint proposal review to the council.
6. Makes recommendation for approval/deferral of proposal.
7. Returns completed evaluation tool to co-chair for file.
8. Votes on approval/deferral.
9. Approve responses/changes to identified stipulations from

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| | proposal review.<br>C. Secondary Reviewer responsibilities (master's level or higher):<br>1. Reads proposal in-depth.<br>2. Uses standardized review criteria to evaluate proposal.<br>3. Seeks assistance as needed if proposal is outside area of clinical expertise.<br>4. Adds further points or insights to primary reviewer feedback.<br>5. Makes recommendation for approval/deferral of proposal.<br>6. Returns completed evaluation tool to co-chair for file.<br>7. Votes on approval/deferral.<br>D. Council Member responsibilities:<br>1. Reads all proposals.<br>2. Participates in discussion of proposal by raising further points or insights with primary/secondary reviewers.<br>3. Votes on approval/deferral.<br>E. Evidence Based Practice Subcommittee:<br>1. Co-chaired by two Clinical Nurse Leaders.<br>2. Reports to Nursing Practice Council (UMMC and UMACH) and Steering Committee.<br>III. A central point of access will be established for referral of questions regarding nursing research as well as applications and information. The applications will outline the responsibilities of the primary investigator and the review/evaluation process. |
| **External Ref:** | 45 Code of Federal Regulations, Part 46<br>JCAHO CAMH Update 3, August 2005: RI.2.180 |
| **Internal Ref:** | **Fairview Research Policies (System Policies):**<br>Investigational Drug Policy<br>Research Involving Human Subjects<br>Research and Education Enabling Policy<br>Research and Education Conflict of Interest<br>Research Misconduct<br>Access to Protected Health Information (PHI) for Research Activities |
| **Source:** | Co-Chairs, Nursing Research Council, University of Minnesota Medical Center and Children's Hospital, Fairview |
| **Approved by:** | Nursing Research Council Steering Committee |
| **Date Effective:** | 7/98 |
| **Date Revised:** | 2/06, 8/11 |
| **Date Reviewed:** | 6/02 |