



METHODIST

Guidelines for Employees Submitting a Nursing and Allied Health Evidence Based Practice or Quality Improvement Study

1. Review the guidelines below to determine steps necessary to complete a Nursing and/or Allied Health Evidence Based Practice (EBP) or Quality Improvement (QI) Study at Methodist. ***It is important that staff wishing to complete an evidence-based practice (EBP) or quality improvement (QI) study at Methodist contact the Nursing Research and Evidence Based Practice Council (NREBPC) Chair or Co-Chair prior to beginning developing the study.*** To do so, contact Administrative Support for the NREBPC (sheri.oneel@nmhs.org) who will notify chair or co-chair to contact staff member.
2. All documents are on www.bestcare.org and saved under ***IRB Nursing and Allied Health Study Forms***. Most documents are saved in a word document for ease of typing.(see #1 below in table).
3. Once the IRB materials are complete, contact Administrative Support for the NREBPC (sheri.oneel@nmhs.org) to set up an appointment with the NREBPC Chair or Co-Chair to review documents prior to submission.

Employee Member Quality Improvement or Evidence Based Practice Studies

1. Employee(s) visits with NREBPC Chair or co-chair **prior** to study planning to ensure study is in alignment with Methodist strategic and clinical unit priorities.
 - a. NREBPC Chair or co-chair will verify service leader approval of study
 - b. NREBPC Chair or co-chair will assign a Methodist clinical mentor for staff member(s).
2. Complete the *Employee Request for QI or EBP Project Application*.
 - a. The clinical partner may assist the employee in completing this form.
3. The following documents should be included as separate attachments to upload with the application:
 - a. Letter from Methodist Clinical Partner agreeing to serve in this role.
 - b. Letter of support from Methodist Service Leader/Manager.
 - c. Letter of support for Electronic Health Record (EHR) access if appropriate (include when staff member will need to access the medical record for the project). Modify this letter and submit to the individual noted on the letter to obtain permission.
 - d. Verification of CITI Training Good Clinical Practice Course, US FDA Focus (submit transcript score sheets) of the staff member implementing the QI/EBP project and clinical partner. CITI Web Site Address <https://about.citiprogram.org/en/homepage/>. Methodist employees will use Nebraska Methodist Hospital as the organization. Do not apply for CEUs (there is a cost for those).
4. After verification of the complete document submission, representatives on the Methodist IRB Committee will conduct an internal review process.
 - a. If the IRB nursing representatives agree that the project meets guidelines for QI or EBP, the staff member will receive a letter giving permission to move forward with the project. This letter may take up to **4 weeks** from submission to the NREBPC chair or co-chair. Please plan accordingly.
 - b. If the IRB nursing representative feels the project is a research study, the staff member will be notified that full IRB approval is needed and if any further documents are required for this approval process.