

LOS ANGELES GENERAL MEDICAL CENTER DEPARTMENT OF NURSING SERVICES POLICY

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Subject: NURSING RESEARCH / GRANTS		Original Issue Date: 08/91	Policy # 303
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Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Council	Approved by: (signature on file) Nancy Blake Chief Nursing Officer	

PURPOSE

To provide the guidelines for nursing research, grants, and project collaboration.

POLICY

Nursing employees are encouraged to identify and become involved in clinical nursing research here at Los Angeles General Medical Center.

PROCEDURE

Proposals to conduct research studies in the Nursing Department must be:

- Reviewed by the Assistant Nursing Director of Nursing Quality Management and approved by the Chief Nursing Officer
- Approved by the Medical Center Research Committee
- Studies involving patients must receive approval from the Institutional Review Board (IRB).

Proposals to conduct non-research studies or projects must be approved by the Chief Nursing Officer.

Information obtained from experience in the Nursing Department (i.e., research reports, articles for publication, oral presentations, class papers or projects) may not be made public prior to approval by the Chief Nursing Officer.

Nursing Research Guidelines

- Nursing employee identifies concept/idea for proposal.
- Employee discusses his/her proposal with the Nursing Director of the area.
- If the Nursing Director concurs that this is an appropriate investigation, i.e., clinically relevant for his/her area, and one in which the Department of Nursing wishes to participate, the guidelines for Nursing Research / Grants Project Collaboration is followed. If it is not

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appropriate and cost-effective for the Department to invest time and resources, the Nursing director will inform the nurse directly. The nurse may, however, with the Director's knowledge, pursue the proposal on his/her own time.

- If the proposal is felt to be worth pursuing, Nursing Director will set up meeting with Assistant Nursing Director of Nursing Quality Management and employee to explore and further define and develop the proposal.
- Nursing Research proposals that involve management of outside grant monies will be administered through Administrative Nursing Office and Nursing Finance with assistance of Medical Center Finance Department of HRA (Health Research Association) as appropriate.
- When/where appropriate, Medical Directors of areas/services may need to be informed of study.

Guidelines For Nursing Research / Grants / Project Collaboration

According to the Guidelines for Research/Grants/Projects Collaboration of 1992, the project initiator, the Chief Nursing Officer, and the Assistant Nursing Director of Nursing Quality Management, will meet and review the proposed project based on the following considerations:

- The relative priority rank of the project in terms of its relative importance as determined by its implications for improving an important aspect of patient care, and/or cost.
- The complexity of the study's design, methods, and conduct, in relation to the qualifications of the initiator(s) for the project.
- The level of sophistication required to conceive, develop, write the project for funding and/or IRB approval, and/or to conduct the study to full term, with reasonable independence.
- Review of the qualifications of the project initiator(s) according to the Guidelines for Research/Grants/Projects Collaboration in relation to the subject matter—its complexity and scope, and the level of sophistication required to conceptualize, develop, write, and implement the study to full term.
- Administrative commitment of the Chief Nursing Officer, as the principal investigator (PI) or the co-principal investigator (co-PI) to allocate personal, human, material, space, and budgetary resources required to complete project.
- Negotiation of the assignments of position, responsibilities, and sharing of outcomes, as outlined in the Guidelines for Research/Grants/Projects Collaboration.

Agreement on assignments of positions, responsibilities, commitments, and sharing of outcomes is achieved.

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Copies of the Research, or grant, or project are filed, along with the agreements and minutes of the initial meeting and those subsequent meetings, at the offices of the Chief Nursing Officer, Assistant Nursing Director of Nursing Quality Management, Area Nursing Director, and the project initiator(s).

Periodic regular meetings are scheduled to update the team on progress, evaluate progress, and make appropriate provisions/modifications to ensure the quality and cost containment of the project's conduct.

Guidelines for Collaboration On Research And Grants: Positions, Qualifications, Responsibilities, And Sharing Of Outcomes

Position	Qualifications	Responsibilities	Sharing Outcomes
Principal Investigator (PI)	<ul style="list-style-type: none"> • Doctoral degree • Knowledge and experience in quantitative and qualitative designs, methods, and data analysis. • Record of grants and publications (independent and/or collaborative). • Record in independent research and publication(s) in the area of proposed project, with the co-principal investigatorship of the department of quality management. 	<ul style="list-style-type: none"> • Administrative conduct of project budgetary, resources financial. This portion of responsibility rests with the nursing director as the PI or the co-PI, as negotiated at the initial administrative meeting. • Scientific conduct of project's theoretical / scientific design, methodological and data management <ul style="list-style-type: none"> ○ Generation ○ Processing ○ Analysis ○ Reporting ○ Annual ○ Final 	<ul style="list-style-type: none"> • Facilitates negotiations for ownership, access of data, and sequences of authorship on reports and publications. • Authors as primary or co-authors papers, as negotiated. • Reviews and edits reports and publications as needed.
Position	Qualifications	Responsibilities	Sharing Outcomes
Co-Principal Investigator (Co-PI)	Master's Degree (or a candidate for one) or Baccalaureate Degree with demonstrated research experience beyond that of simple data collection.	<ul style="list-style-type: none"> • Working with site coordinator(s) and in institutional nursing Research committee to facilitate implementation of the study. • Facilitate Institutional Review Board Approval. • Participate/contribute to writing the research/grant proposal. • Participate in data analysis. • Participate in writing the report(s) and publication 	Authorship on any publications resulting from this work (listed in alphabetical order after the PI)
Project Coordinator (PC) or Site Coordinator (SC)	Master's Degree or working on one, or Baccalaureate Degree with Research experience.	<ul style="list-style-type: none"> • Facilitate implementation of the protocol through coordinator of agencies involved, e.g., IRB, data collectors, etc. • Identifies research associates at data collection sites and supervises and coordinates data collection. • Communicates with PI regarding status of project and implementation procedures. 	
Research Associate (RA)	Minimum requirement of Baccalaureate Degree, with interest in Research.	<ul style="list-style-type: none"> • Facilitates data collection site(s). • Coordinates project when site coordinator is not available. 	<ul style="list-style-type: none"> • RA's name and facility will be listed in alphabetical order in acknowledgement on any publications resulting from the work. • Experience in data collection could be listed on individual's C.V.
Doctoral or Master's	Master Degree with thesis or experience in research process	<ul style="list-style-type: none"> • All of the Co-Investigator responsibilities listed above 	<ul style="list-style-type: none"> • With the approval and support of the student's advisor, data

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Thesis Project	Or Baccalaureate Degree with experience in Research	from the institution where data collection is facilitated will be analyzed separately for the thesis project. <ul style="list-style-type: none"> The data from the Doctoral or Thesis project will be combined from other institutions. Authorship on any publication resulting from the work (listed in alphabetical order Co-Investigators after the PI).
<p>NOTE:</p> <ul style="list-style-type: none"> If the primary author of forthcoming reports and publications has not produced a draft by the end of two months from the termination of project, the Nursing Director, or Co-PI will write the report or the publication as the primary author. Thus, the original author will be listed in the author list, in alphabetical order. The management of data generated in the LAC+USC Medical Center will be the responsibility of the Division of ECCOS. The data generated, managed, and analyzed will be the property of the LAC+USC Medical Center, Department of Nursing. 		

Guidelines for Extramural Studies and Publication

The Guidelines for Research/Grants/Projects Development of 1992 and its Sections I and II apply also to Extramural Investigators desiring to gather data from the patients, their families, nursing staff or others in the Nursing Areas at the Los Angeles General Medical Center. In addition, the following are required for appropriate and successful entry into the areas to conduct studies:

- The Principal Investigator (PI) writes to the Area Nursing Director to summarize the purpose of the study, the nature and extent of the involvement of the patients, their families, nursing or other staff, and the general assistance requested. The PI discloses (a) whether or not the proposal has been funded or submitted for funding, (b) the source(s) of funding, and (c) other participating agencies, if any.
- A copy of the complete proposal of the project and if available, copies of the Institutional Review Board (IRB) approvals from the PI's home agency and/or other collaborating agencies and those the Los Angeles General Medical Center Research Committee (IRB) should be enclosed with the above letter. If the IRB approvals are not available, agencies to name, institution, address, and telephone – and/or FAX number should identify whom application for IRB approval have been sent.
- A copy of the complete proposal along with the Application for Approval of Los Angeles General Medical Center Research Committee should be sent to:

Research Committee
 Interns & Resident Dorm, Room 425
 1200 N. State Street
 Los Angeles, CA 90033
 (323) 223-2340

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- An initial meeting is called by the Area Nursing Director to discuss the proposal with the PI, Chief Nursing Officer, and the Assistant Nursing Director of Nursing Quality Management according to the Guidelines for Research/Grants/Projects Collaboration.
- If an agreement is reached and signed, the following are required to be filed at the offices of the Medical Center Administrative/Executive/Contract and Grants Officer, the Area Nursing Director, the Assistant Nursing Director of Nursing Quality Management, the PI(s), and the Fund/Awards recipient Administrative/Executive/Contract and Grants Officer, if different than the Medical Center's Officer.
 - Copies of the complete proposals, Fund/Award Notice and Budget sheet, and the Medical Center Research Committee and/or extramural IRB Approvals.
 - Copies of the Agreement for Collaboration document with all of the terms, progress reports, minutes of meetings, and all pertinent correspondence.
- The Area Nursing Director will inform appropriate Administrative, Medical, and Nursing staff about the project and facilitate the entry and conduct of the study.
- During the conduct of the study, copies of the following will be filed in the offices of the Nursing Manager(s) accommodating the study or in the office(s) designated by the Nursing Director.
 - The names, MRN, address/telephone numbers, and other information pertaining to the subjects recruited for the project.
 - The Demographic Data Sheet and the signed and witnessed Consent to Participate Form.
 - The names, MRN, addresses, and telephones numbers of subjects who refused to participate along with reasons for refusing to participate.
- No PI or others desiring to conduct studies or gather data at the Medical Center will be allowed to contact and/or gather information from the nursing staff, patients, families, and others without having gone through the process and channels outlined in this section.

REFERENCE

The Joint Commission Standards (Improving Organization Performance)

REVISION DATES

1992, 1993, 1995, 1996, 1997, 05/98, 01/05, 06/06, 06/09, 12/2020, 12/23