20 STEPS
FROM STUDY IDEA INCEPTION TO PUBLISHING RESEARCH/ Evidence-Based Practice

Nursing Research/ Evidence-Based Practice Checklist
(Version 31 January 2012)

Specify the date in the left column when completed or specify not applicable (N/A)

__ / __ / __ __ / __ / __	1) Present your study idea to the Nursing Research Council (NRC) [Follow the Standard Operating Procedures SOP 2 and SOP 2A entitled "Review and Approval Process of Nursing Research Studies" and "Research Study Information Sheet" for documenting study idea] - Complete a Nursing research contest card
__ / __ / __	2) Conduct literature review -Consult librarian for assistance in searching for current literature. Provide your study title/purpose/objectives.
__ / __ / __	-Document search terms, databases searched, and years searched
__ / __ / __	-Review articles using the NRC literature review tool entitled "Nursing Research Literature Review Tool"
__ / __ / __	-Draft a 1-2 page summary of the literature.
__ / __ / __	-Specify from an evidence based practice perspective how the results of the research can be used by nursing administration to improve standard of care, care delivery or patient outcomes. For example, what Standard Operating Procedure (Policy/Procedure, etc) would be modified.
__ / __ / __	-Keep electronic copy of all articles referenced in the introduction/background section of the protocol
__ / __ / __	-Determine target journal for dissemination of findings to facilitate writing style of introduction, search terms , and reference formatting in text and the reference listing
__ / __ / __	-Present back to NRC findings to verify if evidence sufficient to answer your best practice question or if research should be conducted
__ / __ / __	3) Draft the nursing research protocol using the NRC template and the literature review summary selecting one of the following:
	-Prospective, randomized study
	-Observational study

	-Retrospective study
	-Survey research study
__ / __ / __	4) Draft data collection tool, using a NRC template that will be provided by the research mentor, to include
	-Case Report Form (CRF) based upon data specified to be collected in the data collection section of the protocol
	-Patient diary (include as appendix to protocol)
	-If Survey Monkey or other electronic platform, input into platform, and pilot test survey in platform
__ / __ / __	5) Draft table shells, using a NRC template provided by the research mentor, tracking each protocol data point to the data collection tool and by primary analysis measure.
__ / __ / __	6) Identify statistician through the research mentor
__ / __ / __	-Provide to statistician draft study documents, attaching to one email the protocol (including patient diary if applicable), CRFs and table shells
__ / __ / __	-Protocol work by statistician completed: sample size and statistical analysis methods
__ / __ / __	-Statistician approval of protocol and table shells
__ / __ / __	-Confirm data analysis software: □SPSS □SAS □Other (specify _____)
__ / __ / __	-Draft database design
__ / __ / __	-Statistician approval of database design
__ / __ / __	7) Evaluate grant opportunities and submit for grant if available
__ / __ / __	8) Draft Institutional Review Board (IRB) documents, with guidance by the research mentor
__ / __ / __	-Follow hospital IRB policies, working with your research mentor to advise regarding current policies
	-Obtain approval from the Nurse Research Executive Team and Chief Nursing Officer

__ / __ / __	9) Submit study documents to IRB
__ / __ / __ __ / __ / __ __ / __ / __	10) During IRB review, create Study Initiation Meeting (SIM) document using NRC templates. SIM Contents-Meeting agenda with outline of contents below -Study timeline -Study protocol -CRFs -Study logs -Informed Consent Standard Operating Procedure from IRB -Informed Consent regulations -IRB approved Informed Consent Form -Chart documentation -Table shells • Provide draft to nursing research mentor • Finalize draft • Schedule SIM based upon date after expected IRB review / approval. - Include all investigators, research staff and any hospital staff that will be participating in research as warranted -Email meeting information -Send a follow-up meeting reminder and attach the SIM document
__ / __ / __	11) During IRB review, also set up database per protocol (CRFs, study diaries and / or databases)
__ / __ / __	12) Hold SIM - Review content of SIM - Document attendance - Review of database entry procedures
__ / __ / __	13) Initiate / conduct study - Submit monthly study update form to NRC Chair the week before the meeting addressing enrollment/observations, screen failures, protocol deviations, and timeline adherence. Specify any issues with staffing, need for protocol amendments, etc. The monthly study update form can be found on the SHS intranet/nursing. - Attend each NRC meeting and provide update at meeting. If you are unable to attend have research team designee provide update at meeting - Ensure ongoing completion of all study Case Report Forms and study logs - Ensure ongoing completion of all study logs, including the protocol deviation log

	- Track Continuing Review dates per IRB requirements - Ensure research conducted following IRB Standard Operating Procedures (SOPs) - Ensure all human subjects protection requirements are met during the Informed Consent Process and that the IRB SOPs and data confidentiality per protocol are followed - Notify IRB of any human subjects protection issues, serious adverse events and significant protocol deviations
__ / __ / __	14) Database entry - Ensure ongoing data input - Once final data obtained, conduct 100% quality assurance (QA) review of database - Document fixes to the database, apply the fixes and then conduct QA of the fixes - Once 100% QA verification complete, lock database - Provide database lock date to NRC Chair via e-mail.
__ / __ / __	15) Data analysis [confirm with research mentor resources available for data analysis] - Using locked database, analyze data per protocol data analysis methods - Populate table shells
__ / __ / __	16) Manuscript Writing -Review authorship Standard Operating Procedure SOP # 1 "Guidelines for Authorship of Published Papers" -Verify target journal - Review author guidelines - Copy abstract, introduction, methods and results to the manuscript - Change from future tense to past tense - Update literature search using previously documented search terms, databases searched, and years searched - Draft results - Pull in table shells - Write discussion section contrasting previous research findings to your findings, specify effect of study results on standard operating procedure, care delivery and patient outcome, specify limitations of the research, and provide recommendations for future research - Write conclusions - Update the abstract with summary results and conclusion
__ / __ / __	17) Dissemination of findings (poster, podium, manuscript) - Submit manuscript - Submit abstract (use protocol abstract and include summary results and conclusion) targeting one poster presentation and one podium presentation at local, regional, national and / or international meetings for venues / audiences that could most benefit from the research findings - Provide citation(s) to the NRC Chair to allow update of the NRC outcomes tracking table with manuscripts and abstracts

	- Provide update to the NRC Chair to allow update of the NRC outcomes table with the effect of your study results on standard operating procedure, care delivery and patient outcomes
__ / __ / __	18) Once the published manuscript (or final report for non-published manuscript) submitted, archive the study according to the study archive Standard Operating Procedure SOP # 3 "Archiving of Completed Research Study Files"
	19) Send email notification to Director, Acute Care for announcement in the nursing newsletter
	20) Rejoice in your accomplishments by mentoring other nurses to utilize the research infrastructure, processes, templates, and resources to answer their best practice questions

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Name of Researcher Signature Date all Completed