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| **Nursing Project Approval Council** | |
| ***Project Title:*** |  |
| ***Hospital Site and Division:*** |  |
| ***Project Lead(s) and Project team (include credentials):*** |  |

\*Once completed, please submit your proposal and supporting documents here: <https://is.gd/mshsnpac>

*\*\*Please delete instructions (instructions are in italics) before submitting.*

*Helpful hints:*

1. *If you think your project is EBP or QI (not research), call it a project, not a study throughout your application.*
2. *If you’re hoping to make a change with your project, be sure to include how you will measure that a change occurred.*
3. *If you’re suggesting a change in practice, detail current standard of care and then detail the changes you’re proposing.*
4. *Powerpoints, educational materials, surveys, and QI information sheets (if applicable) should be uploaded as supporting documents to this application in the REDCap form.*

# **EBP and QI Project Proposal Template**

**Brief Summary of your topic and your proposed project (250-400 words):** *Include why you think your topic is of interest/importance for Mount Sinai and your unit. Include how your project is in alignment with the mission and vision of nursing at Mount Sinai. If you are suggesting a new nursing practice for your unit based on the evidence you found in the literature, you need to make a good case for that here. You should include at least five studies that support your practice change, or five studies that support your intervention/change in nursing process. Cite your references at the end of this form, and use a consistent format to cite them.*

1. **Objectives of your project**

*What are the goals of your project? List one or two main goals or objectives of your project. Each goal should include a timeline and measure. Alternatively, state your PICO question.*

*Ex: Our goal is to measure nurse resilience over the last six months using a validated tool (cite tool).*

*Ex2: Our objective is to standardize medication reconciliation using a standardized hand-off tool for patients transferred from the emergency room and compare medication errors over three months*

1. **Background (250-400 words)**

*Discuss research from your review of the literature related to your project. Explain why this is an important topic of interest for your practice area. Please include a summary of your literature review here. Include the evidence from the literature review, and discuss the level of evidence you found.*

*What evidence have you found in the literature that supports the practice change/study you are proposing? If you need help searching the literature for your topic, please contact Levy Library:* [refdesk@mssm.edu](mailto:refdesk@mssm.edu) or [*https://researchroadmap.mssm.edu/other-research/cnri/levy-library-resources/*](https://researchroadmap.mssm.edu/other-research/cnri/levy-library-resources/)

*If you’re not able to find support from the literature, contact the CNRI or your mentor to discuss next steps for your project.*

1. **Setting of the Project**

*Units to be included and nursing leadership identified on those units.*

*Detail why those identified in your project are well-suited to perform the necessary duties to successfully complete this project, and keep participants safe.*

*Ex: This project/study will be conducted at Mount Sinai Hospital on 7 Center.*

1. **Population of interest**

*What patients are on the unit where your project will be conducted? If your project involves only the nursing staff, state that here. Include how you will obtain names of potential participants that you will try to recruit and how you will reach out to them. If you intend to use a QI information sheet include that here. Include how many participants you will recruit.*

*Ex: This project includes only nurses on this ICU Step-down unit. All full and part-time nurses will be asked to participate, which we estimate to be 30 nurses. The QI information sheet will be sent via email with invitations to participate in the QI project.*

1. **Intervention plan**
   1. **How will you implement your intervention/project/survey?**

*Explain your intervention as if you were telling someone who has never worked on your unit before. Will it be day shift/night shift; are all staff required to attend; how long will your intervention take (different from project timeline below); will you be giving surveys (where did they come from? how many questions are there); be as detailed as possible.*

*Ex: “The survey will be created in REDCap and administered online. A link will be sent via email to all staff on the unit. The email will include the QI information sheet which includes a short introduction to the survey (attach your QI information sheet as an appendix or attachment). The survey will be open for approximately one month for data collection, and no more than three reminder emails will be sent, at one –week intervals. Staff will not be asked to share any identifying information in the survey.” Also attach your survey as an appendix or attachment)*

*Ex: “This project will be implemented during the months of May, June, and July on the ICU step-down unit. Staff will be educated on the new huddle protocol over the month of May, with education sessions offered once a week to give all staff an opportunity to attend. The new huddle protocol will be implemented during June and July, using the attached huddle sheet and weekly staff meetings to reassess and troubleshoot sections of the huddle that need improvement/change to meet the needs of the unit. A short satisfaction survey will be provided to staff at the end of the project period to assess the success of the huddle protocol on improving staff communication and huddle efficiency” Also attach your QI information sheet and any surveys as an appendix or attachment)*

* 1. **Number of Subjects** *How many people are expected to participate?*

*Ex: We will survey N=200 nurses.*

*Ex2: We will include all nurses working on the cardiac step-down unit, and expect N=30 participants.*

* 1. **Study Timelines** *When you expect your project to begin/end. How long are participants expected to have to be enrolled in your project? How long do you estimate it will take to complete enrollment? Include all project related tasks that will be completed.* 
     1. *Ex: Week 1: distribute surveys, Week 2: reminder emails to complete surveys, Week 3: staff education*
  2. **Comparison group** *Even if you do not plan on having a comparison group, please detail the* **usual care** *including processes in communication if relevant. It’s important to include detail to demonstrate that you understand the depth of the project and what levels of care it impacts.*
  3. **Outcomes** *How will you measure if your intervention was successful? Pre- and post-test? Reports of improvement from nursing leadership? Be specific.*

*Ex: We will measure medication errors using SafetyNet data and compare medication errors from a three-month period, 1 year prior.*

*Ex: We will compare changes in nurse resliance before and after a 3-week training and mindfulness mediation using a pre and post survey.*

* 1. **Data Management and Confidentiality (if relevant)** *If you plan on storing your data, you should do so anonymously using a unique identifier for each participant (i.e. 1001, 1002, etc.). Explain that you will do this. You should be storing your data on Mount Sinai* ***One Drive*** *app, which is encrypted. Also state that you’re doing that. If you are interacting with patients at all for this study, explicitly state how their confidentiality will be maintained for the purposes of this project. Minimize or avoid collecting identifiable information from your participants (name, phone numbers, age, gender etc). We discourage collecting data on race, ethnicity or gender. If you must collect these variables, please include the scientific rationale for inclusion.*
  2. **Risk to subjects** *Think about all possible risks to subjects as a result of participating in your project. Emotional stress can also be listed here if your project would evoke certain feelings in its participants.*

1. **CITI Program training**

*Please indicate in the table below whether each team member has completed their Citi Program modules.* ***The first module listed is the only module required for QI/EBP projects.*** Please submit your CITI certificate in the appendix or as an attachment. Each person listed on the proposal must submit a CITI certificate. For more information about CITI: <https://researchroadmap.mssm.edu/other-research/cnri/citi-training/>

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| **CITI Module Title** | *Yes* |
| **Rigor, Reproducibility and Ethical Behavior in Bio-medical Research** |  |

**7) References** *In a consistent format you are familiar with.*

**8) Appendix***: Include copies of educational materials, surveys, data collection sheets, QI information sheet, letter of support from unit leadership, school documents, CITI trainings.*

*If you do not include supporting documents/attachments or you are missing supporting documents your project will not be reviewed.*