Student Researcher Checklist

Planning a research study ►►►►►

STEP 1

***To Begin**

☐ Contact CVMC's Organizational Learning Department to register as a student researcher
- E-mail Cathy Hefner cbhefner@catawbavalleymc.org
- Complete the Student Learner Packet

☐ Develop an abstract
- Describe study purpose, sample and planned sampling methodology

☐ Navigate to CVMC Department for Research and Evidence-Based Practice (EBP) website, Research Toolkit for resource information *http://nursing.catawbavalleymedical.org/research-a-ebp/qhow-toq-toolkits/research-toolkit*
- Download Table of IRB Categories for Research Involving Human Subjects *http://nursing.catawbavalleymedical.org/images/stories/toolkits/IRB_Category_Table3.pdf*
- Determine the type of IRB review that applies to your proposed study

☐ Contact CVMC's Dept for Research & EBP, for an appointment to:
- Review study abstract
- Collaborate in determining how the sample population will be obtained
- Confirm IRB category for submission
- Email Dr. Tart rtart@catawbavalleymc.org

Gaining IRB approval ►►►►►►►►►

STEP 2

***Begin Step 2 only after Step 1**

☐ Navigate to Research & EBP website to obtain an IRB Application form:
- Application *(link soon available)*

☐ Complete education for the Protecting Human Research Participants (PHRP). Examples:
- National Institute of Health (NIH) *http://phrp.nihtraining.com/users/login.php*
- Collaborative Institutional Training Initiative (CITI) *https://www.citiprogram.org/rcrpage.asp?language=english&affiliation=100*

☐ Make an appointment with Dr. Tart to:
- Review completed IRB application
- Determine to which IRB to submit proposal
- Request data storage private folder and submit research access forms to CVMC's IS Department and complete confidentiality agreement
- Design Private Health Information (PHI) abstracting report if applicable

☐ Submit research study IRB application to either the Clinical Research Review Board (CRRB) or the Catawba Valley Institutional Review Board (CVIRB):
- Ann Moore, MSN, RN-BC, CEN Chair, CRRB: amoore@catawbavalleymc.org
- Steve Hamm, RPh Chair, CVIRB: shamm@catawbavalleymc.org

Conducting and closing the study

STEP 3

*** Begin Step 3 only after Step 2**

Note: research activity CANNOT begin until IRB approval has been obtained in writing.

Student Researcher must contact Dept for Research and EBP to:

☐ Notify data collection has been completed
☐ Gain permission to transfer de-identified data to external storage device for off-site use

Student Researcher is highly encouraged, though not required, to:

☐ Submit an abstract of research findings to the annual CVMC Spring EBP Week poster session
- EBP Week Call for Abstracts form
- Submit ebp@catawbavalleymc.org

☐ Prepare and present a poster of your research study at the annual CVMC Spring EBP Week

Student Researcher complies with mandatory IRB reporting at study's conclusion:

☐ Complete an IRB Study Progress Report
☐ Submit progress report to the CRRB or CVIRB prior to graduation