

SGNA 2016-2018 EVIDENCE-BASED PRACTICE NURSE FELLOWSHIP

Fellowship Dates - January 2016 - December 2018
5-day training class – TBD (likely around February 2016)
Meeting and recognition – May 2016 Annual Course
Project presentation (poster and/or concurrent session) – May 2017 Annual Course and/or upon completion of project

Each Institution Must Commit the Following:

- Paid time to attend 5-day training class and 8 hours per two-week pay period or 4 hours per week to complete project
- Provide support, mentors and resources to the Nurse Fellow and the project
- Ensure that the topic chosen is a priority, can be supported and has the potential for success (e.g. adequate evidence available to support practice change, not a politically charged issue or one with no chance of success and resources available to support project)
- Ensure that each Nurse Fellow's manager supports the project
- Ensure that each Nurse Fellow's mentor supports the project

Criteria for the mentor of a participant include:

- Experience in evidence-based practice
- From within same institution as participant
- MSN preferred; BSN required
 - *Nurse mentor is preferred, but not required*

SGNA will be funding the 5-day training class and associated travel expenses, webinars costs and Joanna Briggs membership costs for the Nurse Fellows selected.

Please ensure all components of the application are completed prior to sending:

- **Participant**
 - Completed Nurse Fellow Agreement (page 2)
- **From Manager/Director**
 - Completed Unit Manager/Director Agreement (page 3)
- **From Mentor**
 - Completed Mentor Agreement (page 4)

Please address questions to Lyndsay Graham at lgraham@smithbucklin.com or 312/673-4714.

*** Important:** *The commitment on behalf of the fellow, manager and mentor should not be taken lightly. Please consider the full content of the contracts to be signed.*

Nurse Fellow Agreement

If I am accepted into the EBP Nurse Fellowship, I agree to:

- 1) Attend all educational sessions (5-day training class, quarterly webinars, meeting at Annual Course).
- 2) Participate in group discussions as outlined in number 1 is required, unless excused prior to event.
- 3) Meet one-on-one with my identified institutional mentor for a minimum of one hour per month.
- 4) Provide an update on my project to SGNA Headquarters on a quarterly basis.

The activities and results of items 5-8 below should be reported and included in reports:

- 5) Communicate with other staff nurses to promote critical thinking about practice.
- 6) Promote implementation of appropriate change in practice regarding the clinical issue I have identified.
- 7) Keep my unit manager, director and peers informed of my work by presenting at monthly unit meetings.
- 8) Work with the appropriate departmental committees to effect change in the clinical practice issue I identified.
- 9) Submit a two page summary of my work following completion of the Nurse Fellowship, signed off by Mentor.
- 10) Develop a poster and /or oral presentation related to my project for presentation at the SGNA Annual Course
(intent to present must be done through SGNA Annual Course abstract submission process).
- 11) Disseminate findings and project through my institution.
- 12) Communicate any changes in plans, absences, etc. to Nurse Fellowship Coordinator, my manager and my mentor.

My manager and mentor may be notified of session absences or lack of progress/engagement.

Applicant

Date

Unit Manager/Director

Date

Mentor

Date

Project Topic

Institution

Unit Manager/Director Agreement

If the staff nurse is accepted, I agree to:

1. Guide the Nurse Fellow in defining an appropriate practice issue/question that is a high priority for the unit warranting paid educational hours and time off to be addressed. Practice issue should have measurable outcomes and lie within the Nurse Fellow's ability to influence change.
2. Ensure scheduled time off from staffing to attend all educational sessions (5-day training class, quarterly webinars, meeting at Annual Course) and meet with the Nurse Fellow as needed to provide guidance for their project.
3. Ensure scheduled time off from staffing to complete project work, either 4 hours per week or 8 hours per two-week pay period.
4. Review, revise and approve the Nurse Fellow's monthly objectives and requests for paid time off to work on evidence-based practice (EBP) project.
5. Ensure the Nurse Fellow has access to unit/agency and/or home computers so that practice documents, surveys and instruments can be developed and revised.
6. Facilitate requests by Nurse Fellow to share progress on project with other staff colleagues at staff meetings and other clinical forums.
7. Identify other staff nurses who can assist Nurse Fellow with implementation of the EBP practice change as well as the monitoring and feedback system.
8. Validate the worth of the Nurse Fellow's activities by providing your verbal and visible support at staff meetings and other clinical forums.
9. Support implementation of appropriate changes in practice that address and solve the clinical practice issue the Nurse Fellow has identified.
10. Guide the Nurse Fellow in communicating with key stakeholders regarding the Nurse Fellow's project including but not limited to physicians, unit leaders, specialists, other disciplines, and clinical and administrative leaders.
11. Guide the Nurse Fellow, in consultation with the appropriate committees, to influence change in the clinical practice issue identified.

Name of Nurse Fellow _____ E-mail address _____

Project Topic _____

Unit Manager/Director _____ E-mail address _____

Institution _____ Date _____

Mentor Agreement

If the staff nurse is accepted, I agree to:

1. Guide the Nurse Fellow in defining an appropriate practice issue/question that is a high priority for the institution/unit.
2. Assist the Nurse Fellow in developing measurable outcomes that lie within the Nurse Fellow's ability to influence change.
3. Monitor Nurse Fellow's attendance and participation/engagement with the Nurse Fellowship program.
4. Communicate with the EBP Nurse Fellowship Coordinator concerns, issues and successes with the program.
5. Provide evaluative feedback about the Program/Nurse Fellow when asked.
6. Meet with the Nurse Fellow monthly to provide guidance for their project.
7. Review and revise the Nurse Fellow's monthly progress toward a successful evidence-based practice (EBP) project.
8. Provide quarterly progress reports to SGNA electronically.
9. Facilitate requests by Nurse Fellow to share progress on project with other colleagues at staff meetings and other clinical forums.
10. Identify others who can assist the Nurse Fellow with implementation of the EBP practice change as well as the monitoring and feedback system.
11. Validate the worth of the Nurse Fellow's activities by providing your verbal and visible support at various forums.
12. Support implementation of appropriate changes in practice that address and solve the clinical practice issue the Nurse Fellow has identified.
13. Guide the Nurse Fellow in communicating with key stakeholders regarding the Nurse Fellow's project including but not limited to physicians, unit leaders, specialists, other disciplines and clinical/administrative leaders.
14. Guide the Nurse Fellow, in consultation with the appropriate committees, to influence change in the clinical practice issue identified.
15. Sign off on the two page summary of fellow's work done by fellow following completion of the Nurse Fellowship.
16. Assist the Nurse Fellow in developing an abstract and poster to summarize their evidence based practice project.

Name of Nurse Fellow _____ E-mail address _____

Project Topic _____

Mentor _____ E-mail address _____

Institution _____ Date _____