



## Process and Instructions for Completing a Doctorate Project at Nemours Children's Hospital, Florida

(Greater Orlando Area)

### Considerations for obtaining Nemours Children's Support of Doctorate projects:

- Projects must align with Nemours Children's strategies and initiatives.
- Projects should be sustainable after completion.
- Applicants must provide adequate lead time to develop rigorous methods, connect with stakeholders, and complete required documentation (such as IRB completion) for project initiation. **(We suggest at least 3-6 months prior to initiation)**

All scholarly projects require registration in the Nemours Children's Enterprise Patient Care Services Academic Database (link below), and consultation with a member of the NCHFL Nursing Research Team to ensure the safety of Nemours Children's data and participants as well as the integrity of your project.

NOTE: Nemours Children's Associates have priority over other students when resources are limited.

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### Student Requirements

- Complete a Request for Doctoral Project Approval, send email to:
    - Clinical DNP: [CFLAPPStudentPlacement@nemours.org](mailto:CFLAPPStudentPlacement@nemours.org)
    - Executive DNP or PhD: [NCHNursingStudentPlacement@nemours.org](mailto:NCHNursingStudentPlacement@nemours.org)
1. Name of project:
  2. Project Aim:
  3. Nemours Children's Site Sponsor:
  4. Terminal Degree seeking:
  5. University attending:
  6. Timeframe for project:

NOTE: Due to the timeliness of arranging computer and EHR access, and integration into the Nemours Children's community, students who are not Nemours Children's associates should expect longer timeframes to complete onboarding.

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## Getting Started

Congratulations on getting into a Doctoral program. Now is the time to start thinking about your Doctoral project. **Please connect with us!**

- First, request support and register your project by clicking the link below and completing the intake form.  
**<https://redcap.nemoursresearch.org/redcap/surveys/?s=8MJCEJJY4JH8YPXF>**
- Identify a mentor within Nemours Children's who can be listed as a co-I or PI (PI for Non-Nemours Children's candidates) on the IRB application who will support your project within the practice area.
  - Members of the Nursing research team can help you identify other designated Doctoral-prepared associates as mentors or connect you with the relevant managers or clinical team.
  - Students should **not access** other associates to initiate projects.
- Schedule your consultation, send email to set up meeting time:
  - Clinical DNP
    - Inpatient and Ambulatory Care:  
CFLAPPStudentPlacement@nemours.org
    - Primary Care: michelle.kushnir@nemours.org
  - Executive DNP or PhD:  
[NCHNursingStudentPlacement@nemours.org](mailto:NCHNursingStudentPlacement@nemours.org)
- Prepare for your consultation and planning meeting
  - Bring your idea, goals, and a summary of any literature you have on the topic.
  - Consider what collaborators and individuals you need to support your project and ensure its relevance.

Supporting doctoral projects takes considerable resources and time both on the part of Nemours Children's and the doctoral students. A Memorandum of Understanding should be completed and sent to the NCHFL Nursing Research Team (nchnursingstudentplacement@nemours.org) to ensure all involved parties are aware of their responsibilities in the completion of Doctoral projects.

- Complete and sign a Nemours Children's Project Contract
  - Include project goals and methods
  - Signatures of institutional mentor and clinical area manager (if needed)
- Sign a Nemours Children's Intellectual Property Agreement (if not completed during onboarding process)
- Complete CITI program modules with Nemours Children's as your named affiliated institution (citiprogram.org)



- Present proposal to NCHFL Nursing Research and EBP Council
- Submit project for appropriate research determination to Nemours Children's IRB

Once you complete these steps and obtain approvals you are ready to start your project.

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### **Launch your Project**

- Set up a meeting including your Nemours Children's site mentor and your faculty mentor
- Launch your project
- Check in with your Nemours Children's mentor **MID-project** for a data assessment and as needed to ensure your success

### **Project Completion**

- At the conclusion of your project schedule a meeting with your Nemours Children's site mentor and faculty mentors to discuss your projects findings
- Present project finding at the NCHFL Nursing Research and EBP Council
- Submit your drafted academic products (papers, manuscripts, abstracts, posters etc.) to your Nemours Children's site and faculty mentors for review
- Incorporate feedback

NOTE: All written products that include Nemours Children's data must be reviewed and approved by your Nemours Children's site mentors before sharing outside of Nemours Children's, including your academic institutions and faculty.

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