

## SHARED GOVERNANCE POLICY & PROCEDURE

**TITLE:** NURSING RESEARCH COUNCIL CHARTER  
**POLICY NUMBER:** SG 0007  
**EFFECTIVE DATE:** 03/16  
**DATE REVISED:** 9/17

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### Article I: Mission

The Nursing Research Council will identify and facilitate evidence-based practice issues and mentor front-line nursing staff to understand, evaluate, and conduct nursing research.

Support process of conducting nursing research at STPH

### Article II: Purpose

The purpose of the Nursing Research Council is to:

- Educate and mentor staff nurses in research and evidence-based practice activities.
- Use current literature to influence change of administrative and clinical practice
- Maintain a record of all nursing research projects conducted at STPH.
- Review and approve all nursing research conducted at STPH.
- Establish the link between evidence based practice and research.
- Increase STPH nursing research visibility within the institution as well as regionally and nationally.
- • Review research proposals and Institutional Review Board applications. Issue letters of support as necessary. Studies will only be conducted once approved by outside IRB process
- Identify potential nursing research funding sources.

### Article III: Membership

#### Section 1

Membership shall include the following:

- Nursing Director
- (1) STPH Clinical Educator
- (1) BSN/ Masters/Doctorally prepared (or currently seeking) with interest in Research
- Other facility resources as necessary

- (1) Representative from each group as studies necessitate:

Surgical Services  
Mat Child/CWC  
Infection Control

CCU/ICU/ED  
Cardiology  
OPP

Med-Surg/Rehab/Telemetry  
Home Health/Hospice

All areas represented will also elect an alternate.

Ad Hoc members:

Other healthcare professionals involved in clinical practice projects will be invited to attend meetings when projects/ requests are being reviewed for approval or when research issues affect practice within that setting.

## Section 2

### Membership Privileges

- Each Council member/ Clinical service area shall have only one vote (if there is more than one nurse per clinical service area on the Council, there is still one voting member per service).
- Ad Hoc members will have no voting privileges.
- Appointments to the Research Council will be for a minimum of a one (1) year period. d. Annual membership term is from January through December. New members will be brought in for orientation prior to year end.
- Members will be responsible for coordinating meetings or reporting activities and disseminating minutes/ information to their respective unit or clinical area representatives.

## **Article IV: Officers**

### Section 1

- The Council Chair and Co-Chair shall be appointed. The Chair will be a doctorally prepared nurse preferably or masters prepared with an initial three (3) year term, appointed by the Nursing Advisory Board (NAB)
- The Director serves as a resource and advises the council on issues that impact the goals and objectives of patient care services and the hospital as a whole.

### Section 2

Duties of the Officers:

- The Council Chair/ Co-Chair is responsible for reporting to the Nurse Manager Committee and the NAB on a quarterly basis.
- Schedule and facilitate regular meetings.
- Develop an agenda for each meeting.
- Ensure that meeting minutes are maintained and disseminated.
- Promote research activities in nursing newsletters and on the Nursing Web page.

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#### **Article V: Committees**

A task force of Ad Hoc committee members shall be formed at the discretion of the Council to meet the needs of the Council or the hospital as a whole.

Meetings:

- a. The Research Council will meet quarterly as needed and called by the chair.
- b. Members must attend at least 85% of yearly meetings to retain their Council membership. If this is not met, membership will revert to the alternate.
- c. Inability to attend a meeting must be clearly communicated to the Chair in advance.
- d. It is the responsibility of the Council member to obtain information from the missed meeting and disseminate this to the appropriate groups.

#### **Article VI: Quorum**

51% of the voting members of the Research Council members shall constitute a quorum for all meetings. A consensus decision making process is preferred; when necessary, a motion will be considered approved when passed by a majority vote.

#### **Article VII: Amendments**

- a. This charter may be amended as recommended by the Council.
- b.
- d. The Nursing Executive Council shall review proposed amendments for final approval.