

Procedure: Guidelines for Preparing and Disseminating Scholarly Work

Manual: Nursing

Original Date: 11/3/2015

Section: General Nursing

Revision Date: 12/17/2024

Location(s): SAMC, SCH, SHRH, SLH, SMJH, SNGH, SNVMC, SOH, SPAH, SRMH, SVBGH, SWRMC, SASD, SCOHS, SE, SHP

Approved By: Nurse Executive Council

Process Owner: Systemwide Nursing Research Workgroup

Revision Description (Most Recent): Minor editorial corrections

Purpose:

Nursing at Sentara Health encourages dissemination of scholarly nursing work via posters, oral presentations, and publications of nursing performance/quality improvement, evidence-based practice, and research studies. To represent Sentara Nursing, nursing strategic imperatives, nurse sensitive outcomes, comparison benchmarks, adherence to regulatory guidelines concerning protected patient information, and to ensure the appropriate use of the Sentara brand in the most accurate manner, a formal process will be followed prior to dissemination of scholarly work. The intent of this review process is to ensure that the information that is presented is accurate, protects the Sentara Brand, and does not violate any contractual agreements that the system may have; not to censor or limit the projects being done.

Submission of abstracts for external local, regional, national, or international conferences (beyond Sentara Health settings), via posters, oral presentations, or publications where work done within Sentara Health is the topic of discussion, or where the organization is supporting the work, will follow the required action steps below.

Definitions:

Dissemination – the act of spreading something, especially information, widely; circulation.

Evidence-based practice – “problem-solving approach to clinical decision making that involves the conscientious use of the best available evidence with one’s own clinical expertise and patient values and preferences to improve outcomes” (Melnik & Overholt, 2015).

Performance/Quality Improvement – Systematic, data guided activities designed to bring about immediate improvement in healthcare delivery in particular settings (ANCC, 2013).

Research – “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” (U.S. Department of Health and Human Services, 2018).

Performed By:

Sentara Health nurses and interprofessional teams that include Sentara Health nursing.

Procedure:

Required Action Steps	Supplemental Guidance
1. Obtain approval from Manager or Director regarding attendance of a conference prior to submission of the abstract.	- Submission to a conference does not guarantee attendance at the conference. - If a presentation is accepted, travel must be approved following accepted processes prior to author confirmation.
2. Obtain approval of the abstract either by the Divisional Nurse Executive, the Nurse Executive’s designee, or the executive sponsor of the project prior to submission.	Note approval by the Chief Nursing Officer/Divisional Nurse Executive for the study to be conducted does not constitute approval of dissemination materials.
3. Obtain final approval of poster, podium presentation slides, or manuscript from Chief Nursing Officer/Divisional Nurse Executive or their designee or the executive sponsor of the project prior to final submission to ensure accurate representation of corporate logo, findings, and recommendations.	- All presentations must follow Sentara brand guidelines. - Note approval by the Chief Nursing Officer/Divisional Nurse Executive for the study to be disseminated does not constitute approval of the poster, podium presentation slides, or manuscripts.

Required Action Steps	Supplemental Guidance
	▪ If deemed necessary by Chief Nursing Officer (CNO)/Divisional Nurse Executive, additional review by Executive Chief Nursing Officer may be required.

Exceptions:

None.

Related Documents:

<i>Policy</i>	Nursing Research
<i>Procedure</i>	
<i>Job Aids</i>	
<i>Regulatory</i>	
<i>References</i>	