

**Procedure:** Guidelines for Preparing and Disseminating Scholarly Work

**Manual:** Nursing

**Original Date:** 11/3/2015

**Section:** General Nursing

**Revision Date:** 12/13/2021

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

**Approved By:** System Policy and Procedure Committee

**Process Owner:** System Nursing Professional Practice Council

**Revision Description (Most Recent):** Minor formatting edits.

**Purpose:**

Nursing at Sentara Healthcare encourages dissemination of scholarly nursing work via posters, oral presentations, and publications of nursing performance/quality improvement, evidence-based practice, and research studies. In order 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.

**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” (Melyn & Overholt, 2015).

*Performance/Quality Improvement* – Systemmatic, 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 Healthcare nurses and interprofessional teams that include nursing.

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

Required Action Steps	Supplemental Guidance
1. Approval from Manager or Director regarding attendance of a conference prior to submission of 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. Review of abstract by either the divisional Nurse Executive or their designee or the executive sponsor of project prior to submission.	▪
3. Final review of poster, podium presentation slides, or manuscript by divisional Nurse Executive or their designee or the executive sponsor of project prior to final submission for accurate representation of corporate logo, findings, and recommendations.	▪
4. Review by system Chief Nursing Officer if divisional Nurse Executive determines strategic confidential information present.	▪

**Exceptions:**

School projects are exempt from this process, if they meet the following conditions: (1) they are not disseminated outside the school classroom setting, and (2) the hospital/division is de-identified.

**ATTENTION: FOR REFERENCE USE ONLY WHEN PRINTED; PLEASE REFER TO ELECTRONIC DOCUMENT FOR MOST CURRENT VERSION**

**Related Documents:**

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