

## RN to BSN and Graduate Nursing Student Projects Checklist

The Center for Nursing Excellence is responsible for overseeing all nursing student projects. This includes:

- All nursing student projects conducted by Dartmouth-Hitchcock employees.
- All nursing student projects conducted by non-Dartmouth-Hitchcock employees at any Dartmouth-Hitchcock location.
- Both undergraduate and graduate student nurses must coordinate their project work through the Center for Nursing Excellence.

This checklist may be used to guide you through the required process.

Activity Description	Action Items: Check when completed
Review the Nursing Student Projects page on the internet or intranet.	<input type="checkbox"/> Make a note of any questions you wish to address with the Director of Nursing Education.
Complete Student Nurse Project Intake Form. The link to this form can be found on the Nursing Student Projects page on the internet or intranet.	<input type="checkbox"/> Click « Submit » at the end of the form. <input type="checkbox"/> You should receive a confirmation email. (If you do not receive an email, check your junk folder).
Meet with the Director of Nursing Education for a 30 minute Intake Appointment.  <b>Contact:</b> Center for Nursing Excellence (603) 650-8008 <a href="mailto:cne@hitchcock.org">cne@hitchcock.org</a>	<input type="checkbox"/> Schedule the 30 minute meeting. <input type="checkbox"/> Before the meeting: Provide an electronic copy of your course syllabus and learning objectives to the Director of Nursing Education. <input type="checkbox"/> During the meeting: Confirm that your school has an affiliation agreement with Dartmouth-Hitchcock. <input type="checkbox"/> During the meeting: Obtain approval for your proposed project, or receive guidance regarding how you can revise your project so that is aligned with organizational priorities. <input type="checkbox"/> During the meeting: Obtain contact information for a project mentor or potential project mentor.
Complete the Student Nurse Project Application Form available on the internet or intranet and submit it to the Center for Nursing Excellence.	<input type="checkbox"/> Complete the application form. <input type="checkbox"/> Return the form to the Center for Nursing Excellence via interoffice mail, or email it to <a href="mailto:cne@hitchcock.org">cne@hitchcock.org</a> .
Coordinate with your project mentor.	<input type="checkbox"/> Maintain proactive communication with your project mentor throughout your project.
Obtain approval for your final project documents from the Director of Nursing Education prior to the dissemination of project findings to your school or external audiences.	<input type="checkbox"/> Submit your final project documents to the Director of Nursing Education prior to the dissemination of project findings to your school or external audiences. <input type="checkbox"/> Obtain approval for your final project documents from the Director of Nursing Education.