

Policy Title	Requests for Conducting Academic Research Projects
Policy Number:	ACA 4.01
Department:	BSMCON
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2025
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ACA 4

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Requests for Conducting Academic Research/Projects

III. Purpose

BSMCON, a department operated and controlled by the Bon Secours Memorial Regional Medical Center, supports students, faculty, staff, and professionals who wish to conduct research and other academic projects to advance their learning and to add to the bodies of knowledge and evidence-based practices for the professional disciplines within healthcare and higher education.

IV. Scope

This policy includes students, faculty, staff, and professionals from BSMCON and other institutions of higher education (IHE) who wish to conduct research projects at BSMCON.

V. Policy Details

It is the policy of BSMCON that research and other academic projects meet the following criteria:

- Is appropriate for this College scope and setting
- Aligns with the values of the College and Bon Secours Mercy Health
- Can be conducted within the proposed timeframe and available resources
- Is not disruptive to college operations or student learning
- Protects the rights and privacy of participants, data, and College associates

Internal Research Requests

Research proposals require the approval of the Scholarship Committee, and approval from the Bon Secours Mercy Health IRB. The process for submitting requests for research/projects is available in the Scholarship chapter of the Associate Handbook.

External Research Requests

External entities/individuals that wish to solicit BSMCON students, faculty, or staff as research participants must provide the following:

- Purpose of research study
- Overview of proposed BSMCON involvement
- Participant consent document
- Participant recruitment letter/email
- Study survey or tools disseminated to BSMCON study participants
- IRB approval or exemption letter
- Any other documents as requested

Requests will be reviewed by the Scholarship Committee. BSMCON will distribute the recruitment invitation to the appropriate potential participants in a study if approved.

VI. Definitions

Researcher: Students, faculty, staff, and professionals from BSMCON and other IHEs who wish to conduct research projects at BSMCON.

VII. Attachments

Scholarship Chapter of the Associate Handbook

VIII. Related Policies and Procedures

None

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON), a department operated and controlled by Bon Secours Memorial Regional Medical Center, LLC, and any party. BSMCON, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	10/19/2015	N/A	Original Policy	N/A	Dean of Academic Affairs
1.1	7/23/2020	N/A	New Template	1.0	P. Roberson
2.0	2/24/2021	N/A	Approved by AC	1.1	Dean of Academic Affairs
2.1	4/17/2024	N/A	Revisions	2.0	CDDAA
2.2	5/15/2025	5/15/2028	Policy Numbering Update & Revision	2.1	CDDAA
1	5/15/2025	5/15/2028	Version changed – BSMH Template Adopted	2.1	CDDAA

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation

DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.