

UW Health Sponsor Role & Sponsor Agreement

Nursing Student's Academic Projects

Purpose: This document is intended to outline the role and responsibilities of a UW Health Sponsor for nursing student's academic projects. This form, once signed by UW Health Project Sponsor, indicates UW Health's endorsement of this nursing student's project to occur within UW Health and the sponsor is indicating approval for the student to do the project with their support.

Each UW Health Sponsor is expected to adhere to the following standards:

- Be aware of the student's specific project expectations. These may vary depending on the academic degree program and the academic institution's expectations.
- The UW Health Project Sponsor and the student should agree on the project proposal, timeline, evaluation plan, and required resources to successfully complete the project at UW Health in a manner that benefits both the student and UW Health.
- Be knowledgeable about the project's process that will be followed (Evidence-Based Practice, Quality Improvement, Program Evaluation or Research).
- Guide and maintain a project scope and focus that benefits both the student's requirements and the strategic initiative(s) of UW Health.
- Help the student navigate the UW Health system, networking to minimize siloed work and to promote appropriate collaborative efforts.
- Review, understand, and carry out policies related to student placement and electronic access to information systems:
 - [Policy 8.11: Student Clinical Practice of Nursing and Advanced Practitioners at UW Health](#)
 - [Policy 1.02: UW Health Access to Electronic Information Systems](#)
- Maintain appropriate and adequate security of UW Health's data.
 - All nursing / nurse-sensitive data should be requested and cleared by the Nursing Director of Quality and Safety.
- Review and discuss with the student appropriate dissemination venues and the content (including data) for dissemination.
 - All students must receive permission from the owner of that data before dissemination can occur; this includes school presentations and papers.
 - The UW Health Project Sponsor is strongly encouraged to review the student's academic assignments and to fully review the student's work before dissemination.
- Ensure that the student has followed the appropriate steps before beginning their project. An overview of the steps is indicated below; additional details can be found by [clicking on this link](#).

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Student notifies their school's Clinical Placement Coordinator	Student identifies UW Health sponsor	Student requests UW Health sponsor's signature	Complete the Nursing Student's Academic Project Submission form	Notify their school's Clinical Placement Coordinator that Steps 1 to 4 are completed	Student uploads required documents on My Clinical Exchange	Obtain appropriate UW Health access

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Who can be a sponsor?

- Any UW Health employee role that can appropriately and adequately fulfill the sponsor expectations and also meet the project's scope and topic area can serve as a UW Health Sponsor.
- Please note, for UW Health employees the following points must be followed (per UW Health legal):
 1. The UW Health sponsor cannot be the employee's paid supervisor or manager.
 2. The student work cannot take place at the same location where the student is a paid employee.
 3. The student cannot complete student field work during work hours; the student work must be completed on unpaid time.

What resources should I be aware of?

- Questions about being a sponsor or about student projects can be directed to UW Health's Nurse Scientist (NursingResearchEBP@uwhs.org)
- For questions about compliance or onboarding, contact Pamela Zegarra, Administrative Operations Assistant & Student Placement Coordinator within Nursing Professional Development (pzegarra@uwhs.org)

By checking this box, I attest that:

1. I am knowledgeable about the expectations of me as a UW Health sponsor (as outlined above),
2. I have discussed the proposed project with this student, _____, and
3. I approve this project regarding_____.
4. I acknowledge that signing this form indicates my approval of this project and agreement to serve as this student's UW Health sponsor.

Sponsor Name: _____

Sponsor signature: _____

Date: _____