An investigation of nurse education service models in acute care metropolitan hospitals across Australia

Carolyn Keane
The University of Notre Dame Australia
Appendix 1. National Safety and Quality Health Service Standards

National Safety and Quality Health Service Standards

1. **Governance for Safety and Quality in Health Service Organisations** which describes the quality framework required for health service organisations to implement safe systems.

2. **Partnering with Consumers** which describes the systems and strategies to create a consumer-centred health system by including consumers in the development and design of quality health care.

3. **Preventing and Controlling Healthcare Associated Infections** which describes the systems and strategies to prevent infection of patients within the healthcare system and to manage infections effectively when they occur to minimise the consequences.

4. **Medication Safety** which describes the systems and strategies to ensure clinicians safely prescribe, dispense and administer appropriate medicines to informed patients.

5. **Patient Identification and Procedure Matching** which describes the systems and strategies to identify patients and correctly match their identity with the correct treatment.

6. **Clinical Handover** which describes the systems and strategies for effective clinical communication whenever accountability and responsibility for a patient’s care is transferred.

7. **Blood and Blood Products** which describes the systems and strategies for the safe, effective and appropriate management of blood and blood products so the patients receiving blood are safe.

8. **Preventing and Managing Pressure Injuries** which describes the systems and strategies to prevent patients developing pressure injuries and best practice management when pressure injuries occur.

9. **Recognising and Responding to Clinical Deterioration in Acute Health Care** which describes the systems and processes to be implemented by health service organisations to respond effectively to patients when their clinical condition deteriorates.

10. **Preventing Falls and Harm from Falls** which describes the systems and strategies to reduce the incidence of patient falls in health service organisations and best practice management when falls do occur.
14 January 2014

Professor Selma Alliex
School of Nursing & Midwifery
The University of Notre Dame Australia
Fremantle Campus

Dear Selma,

Reference Number: 014006F

Project Title: “An Investigation of Nurse Education Service Models in Acute Care Metropolitan Hospitals across Australia.”

Thank you for submitting the above project for Low Risk ethical review. Your application has been reviewed by a sub-committee of the university’s Human Research Ethics Committee in accordance with the National Statement on Ethical Conduct in Human Research (2007). I am pleased to advise that ethical clearance has been granted for this proposed study.

All research projects are approved subject to standard conditions of approval. Please read the attached document for details of these conditions.

On behalf of the Human Research Ethics Committee, I wish you well with what promises to be a most interesting and valuable study.

Yours sincerely,

[Signature]

Dr Natalie Giles
Executive Officer, Human Research Ethics Committee
Research Office

cc: Prof Leonie Monsoura, SRC Chair, School of Nursing & Midwifery
Appendix 3: SMHS Nursing Research Review Committee

Approval Letter

3rd February 2014

Carolyn Keane
A/Nursing Director, Corporate Services
Fremantle Hospital
Professional Doctorate in Nursing student,
University of Notre Dame Australia.

Professor Selma Alliex
Dean of the school of nursing
University of Notre Dame Australia.

Dear Carolyn and Dr Alliex

Project title: An Investigation of Nurse Education Services Models in Acute Care Metropolitan Hospitals across Australia.

Thank you for submitting the above project for review by the South Metro Health Service (SMHS) Nursing Research Review Committee. All research projects are approved by the committee subject to standard conditions of approval in accordance with the SMHS Guidelines for Research Requests in Nursing.

On behalf of the committee I am pleased to advise that your research proposal has been approved.

On behalf of the Nursing Research Review Committee I wish you well with your research and look forward to reading the outcome of your endeavours.

Yours Faithfully

Pippa

Philippa Paterson
Chair South Metro Health Service Nursing Research Review Committee
Acting Director Nursing Research and Practice Development
Level 3, B Block
FHHS
ext: 12129
email: philippapaterson@health.wa.gov.au

Nursing research and practice development
Fremantle Hospital & Health Service
2 Alma Street, Fremantle, W.A. 6160 Postal Address: PO Box 480, Fremantle, W.A. 6959
Phone: (08) 94313275
Appendix 4: Participant Information Sheet for Phases One and Two

PARTICIPANT INFORMATION SHEET – INTERVIEWS/FOCUS GROUPS

An Investigation of Nurse Education Service Models in Acute Care Metropolitan Hospitals across Australia

Chief Investigator: Professor Selma Alliex
Student Researcher: Carolyn Keane
Student’s Degree: Professional Doctorate of Nursing

Dear Participant,

You are invited to participate in the research project described below.

What is the project about?
The aim of my study is to investigate nurse education service models in acute care metropolitan hospitals across Australia. The research questions are:

1. What nurse education service model is utilised at Fremantle Hospital?
2. What nurse education service models are utilised in other acute care metropolitan hospitals across Western Australia?
3. What nurse education service models are utilised in acute care metropolitan hospitals across Australia?
4. What are the perceived factors that influence which nurse education service model is used at acute care metropolitan hospitals across Australia?
5. What are the views of nurse educators about the different nurse education service models utilised in acute care metropolitan hospitals across Australia?
6. What are the views of nurse educators about future nursing education priorities and services?

It is predicted that the Australian nursing workforce will experience a shortage of 109,000 nurses and midwives by 2025 (Health Workforce Australia, 2012). Ongoing education and training for nursing staff is essential to support the delivery of quality patient care. Currently there are a number of different service models of nurse education used in acute care metropolitan hospitals around Australia. Each of these models having advantages and disadvantages that can affect service delivery, quality of service and cost.
There are few studies however that have undertaken research in this area or made any recommendations and in light of the opening of the new Fiona Stanley Hospital in 2014 and the St John of God Hospital in Midland in 2015. It is important to conduct a study into the efficacy of the various models in light of the new sites to ensure they can deliver on organisational outcomes in the most cost effective manner and support the sustainability of the service into the future.

My study will be conducted in three phases. Phase one will involve holding a number of interviews and focus groups with nurse educators at Fremantle Hospital. Phase two will involve holding interviews with the coordinators of nurse education services and focus groups with nurse educators in acute care metropolitan hospitals in Western Australia. Phase three of my study will consist of a quantitative online survey of acute care metropolitan hospitals across Australia. These three phases are vital to allow comparisons to be made between the hospitals and states.

Who is undertaking the project?
This project is being conducted by Carolyn Keane and will form the basis for the degree of Professional Doctorate of Nursing at The University of Notre Dame Australia, under the supervision of Professor Selma Alliex.

What will I be asked to do?
I would like to invite you to be involved in a (enter interview or focus group here) for phase (enter one or two here) of my study. I will be conducting a number of them to gather information regarding the nursing education service models being used in W.A. These (enter interviews or focus groups here) will consist of being asked four to five questions to promote discussion and the responses audio recorded for transcribing at a later time. It is expected that this (enter interview or focus group here) will be conducted at a convenient venue and last for a maximum of 60 minutes. You will only be required to participate in one session.

Are there any risks associated with participating in this project?
There are no foreseeable risks with participating in this study.

What are the benefits of the research project?
Your involvement in this study will assist in increasing your understanding of the different nurse education service models within acute care metropolitan hospitals in W.A. It is hoped that this study will investigate the different types of nurse education models across Australia with a view to making recommendations for future service delivery.

Can I withdraw from the study?
Participation in this study is completely voluntary. You are not under any obligation to participate. If you agree to participate, you can withdraw from the study at any time without adverse consequences.

Will anyone else know the results of the project?
The information gathered about you and data collected from the focus groups will be de-identified and held confidentially. This confidence will only be broken in instances of legal requirements such as court subpoenas, freedom of information requests, or mandated reporting by some professionals. It will be stored securely in the School of Nursing at The University of Notre Dame Australia for a period of five years. It is hoped the findings of this study will be published in a journal specialising in nursing education.
Will I be able to find out the results of the project?
Participants will be contacted via email and sent a thank you letter and an outline of the findings of the study.

Who do I contact if I have questions about the project?
If you have any queries regarding the study, please contact:

Carolyn Keane  
A/Nursing Director, Corporate Services  
Fremantle Hospital and Health Service  
Phone: (08) 9431 2771  
Email: Carolyn.keane@health.wa.gov.au

Professor Selma Alliex  
Dean, School of Nursing and Midwifery  
The University of Notre Dame Australia  
Phone: (08) 9433 0215  
Email: salliex@nd.edu.au

What if I have a complaint or any concerns?
The study has been approved by the Human Research Ethics Committee at The University of Notre Dame Australia. If participants have any complaint regarding the manner in which a research project is conducted, it should be directed to the Executive Officer of the Human Research Ethics Committee, Research Office, The University of Notre Dame Australia, PO Box 1225 Fremantle W.A. 6959, phone (08) 9433 0943, research@nd.edu.au

Any complaint or concern will be treated in confidence and fully investigated. You will be informed of the outcome.

I want to participate! How do I sign up?
If you are interested in participating in the study please send an email expressing your interest to Carolyn.keane@health.wa.gov.au who will then contact you to arrange a session at a convenient date, time and venue.

Yours sincerely,

Carolyn Keane

Professor Selma Alliex

If participants have any complaint regarding the manner in which a research project is conducted, it should be directed to the Executive Officer of the Human Research Ethics Committee, Research Office, The University of Notre Dame Australia, PO Box 1225 Fremantle W.A. 6959, phone (08) 9433 0943, research@nd.edu.au
Appendix 5: Phase One Focus Group and Interview Questions

Welcome

Introduce topic

Outline reason for participant selection

Discuss guidelines

<table>
<thead>
<tr>
<th>Guiding Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describe the nurse education service model used at your hospital.</td>
</tr>
<tr>
<td>2. What factors do you think have influenced the model used at your hospital?</td>
</tr>
<tr>
<td>3. What is your experience working with this model?</td>
</tr>
<tr>
<td>4. What do you feel nurse education services might look like in the future?</td>
</tr>
<tr>
<td>5. Any further comments?</td>
</tr>
</tbody>
</table>
Appendix 6: Phases One and Two Consent Form  

An Investigation of Nurse Education Service Models in Acute Care Metropolitan Hospitals across Australia

Informed Consent Form

I, (participant’s name) _________________________________ hereby agree to being a participant in the above research project.

• I have read and understood the Information Sheet about this project and any questions have been answered to my satisfaction.
• I understand that I may withdraw from participating in the project at any time without prejudice.
• I understand that all information gathered by the researcher will be treated as strictly confidential, except in instances of legal requirements such as court subpoenas, freedom of information requests, or mandated reporting by some professionals.
• I understand that the protocol adopted by The University of Notre Dame Australia Human Research Ethics Committee for the protection of privacy will be adhered to and relevant sections of the Privacy Act are available at http://www.nhmrc.gov.au/
• I agree that any research data gathered for the study may be published provided my name or other identifying information is not disclosed.
• I understand that I will be audio-taped.

<table>
<thead>
<tr>
<th>Participant’s signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Researcher’s full name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

If participants have any complaint regarding the manner in which a research project is conducted, it should be directed to the Executive Officer of the Human Research Ethics Committee, Research Office, The University of Notre Dame Australia, PO Box 1225 Fremantle W.A. 6959, phone (08) 9433 0943, research@nd.edu.au
### Appendix 7: W.A. Hospitals Included in Phase Two

<table>
<thead>
<tr>
<th>South Metropolitan Health Service (SMHS)</th>
<th>Armadale Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Perth Hospital</td>
<td></td>
</tr>
<tr>
<td>Public</td>
<td>Public</td>
</tr>
<tr>
<td>24-hour service</td>
<td>24-hour service</td>
</tr>
<tr>
<td>ED &amp; ICU</td>
<td>ED &amp; ICU</td>
</tr>
<tr>
<td>Beds: 450</td>
<td>Beds: 290</td>
</tr>
<tr>
<td>Staff: 7000 (4700 FTE)</td>
<td>Nurse educators: 5 SDEs, 16 SDNs</td>
</tr>
<tr>
<td>Nurse educators: 26 SDEs, 68 SDNs</td>
<td>Staff: 1300</td>
</tr>
<tr>
<td>ED attendances: 64,000 annually</td>
<td>ED attendances: 42,000 annually</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Rockingham General Hospital</td>
<td></td>
</tr>
<tr>
<td>Public</td>
<td></td>
</tr>
<tr>
<td>24-hour service</td>
<td></td>
</tr>
<tr>
<td>ED and ICU</td>
<td></td>
</tr>
<tr>
<td>Beds: 242</td>
<td></td>
</tr>
<tr>
<td>Staff: 1459</td>
<td></td>
</tr>
<tr>
<td>Nurse educators: 5 SDEs, 8 SDNs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>North Metropolitan Health Service (NMHS)</th>
<th>Joondalup Health Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sir Charles Gardiner Hospital</td>
<td>Public &amp; private</td>
</tr>
<tr>
<td>Public</td>
<td>24-hour service</td>
</tr>
<tr>
<td>24-hour service</td>
<td>ED and ICU</td>
</tr>
<tr>
<td>ED &amp; ICU</td>
<td>Beds: 500</td>
</tr>
<tr>
<td>Beds: 600</td>
<td>Staff: 4200 across 4 sites</td>
</tr>
<tr>
<td>Staff: 5500</td>
<td>Nurse educators: 1 (level 3), 24 (level 2)</td>
</tr>
<tr>
<td>Nurse educators: 11 SDEs, 65 SDNs</td>
<td>ED attendances: 80,000 annually</td>
</tr>
<tr>
<td>ED attendances: 60,000 annually</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIVATE</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>St John of God Hospital Murdoch</td>
<td>Joondalup Health Campus</td>
</tr>
<tr>
<td>Private</td>
<td>Public &amp; private</td>
</tr>
<tr>
<td>24-hour service</td>
<td>24-hour service</td>
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<tr>
<td>ED and ICU</td>
<td>ED and ICU</td>
</tr>
<tr>
<td>Beds: 507</td>
<td>Beds: 500</td>
</tr>
<tr>
<td>Staff: 1400</td>
<td>Staff: 4200 across 4 sites</td>
</tr>
<tr>
<td>Nurse educators: 8 SDEs, 11 SDNs</td>
<td>Nurse educators: 1 (level 3), 24 (level 2)</td>
</tr>
<tr>
<td></td>
<td>ED attendances: 80,000 annually</td>
</tr>
</tbody>
</table>

**Total population:**

NMHS 5, SMHS 4, Private 7 = 16

**Meet inclusion = 6**
Appendix 8: Introduction Email to Coordinators for Phase Two

From: Keane, Carolyn
Sent: Friday, March 07, 2014 09:30 AM W. Australia Standard Time
Subject: Research Study - Invitation

Hi XXXXX,
I am currently undertaking a research study as part of my Professional Doctorate of Nursing at The University of Notre Dame.

My study is titled An Investigation of Nurse Education Service Models in Acute Care Metropolitan Hospitals across Australia and is being conducted in three phases. Phase two is looking at nurse education services across W.A. and includes holding interviews with the Coordinators of nurse education services and a number of focus groups with junior and senior nurse educators.

I have attached an information sheet that contains some more detail regarding the study and my ethics approval from NDU and SMHS (which I believe is reciprocal across WA).

Can you please let me know if you would be interested in being involved by allowing me to undertake an interview with you around the topic of nurse education.

Cheers.

Carolyn Keane
A/Nursing Director - Corporate Services
Fremantle Hospital & Health Service
Tel 9431 2771 | Fax 9431 2443
Email carolyn.keane@health.wa.gov.au
Appendix 9: Interview/Focus Group Questions for Phase Two

Welcome
Please turn off pages/phones
Introduce topic
Guidelines of session
1. Voluntary
2. Confidential
3. Conflict of interest
4. Personal study, not employer
5. Recording
6. Consent

Guiding Questions

<p>| | |</p>
<table>
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</table>
| 1. | Describe the nurse education service model used at your hospital.  
   a) Can you describe the key characteristics of your model?  
   b) How do you as the coordinator influence how the service functions?  
   (for interviews)  
   c) What works well in this model?  
   (for focus groups)  
   d) What doesn’t work so well in this model?  
   (focus groups)  |
| 2. | Describe the role of your nurse education service within the hospital?  |
| 3. | How do you measure the success of your nurse education service model?  |
| 4. | What in your opinion are the characteristics of the ideal nurse education model?  
   a) What is needed to make this possible?  |
| 5. | How do you think nurse education will change in the future?  |
| 6. | Any further comments?  
   Any questions?  |
Appendix 10: St John of God Ethics Approval Letter

4 February 2014

Ms Carolyn Keane
10 Foxall Place
SOUTH LAKE WA 6164

Dear Ms Keane,

Re: An Investigation of Nurse Education Service Models in Acute Care Metropolitan Hospitals across Australia (Our ref No: 673)

Thank you for forwarding the above "low risk" project for review by the St John of God Health Care (S Jing HC) Ethics Committee ("the Committee").

A sub-group of Committee members has reviewed your project out of session, including your email of 31 January 2014, addressing the queries raised by the sub-group. As there are no identified ethical issues with this project, I am pleased to advise that the project has been granted ethical approval based on an expedited review process, as per section 5.1.7 of the National Health and Medical Research Council’s National Statement on Ethical Conduct in Human Research (NHMRC, 2007) ("the National Statement").

This approval is granted for a time frame from the date of this approval letter to 1 November 2015. Should an extension of this timeframe be required, then you must seek continued approval from the Committee before the expiry of this time period.

The project will now be tabled for the information of the full Committee, at its next scheduled meeting on 12 February 2014. Please find attached a signed and dated Committee membership list.

PLEASE NOTE: You are reminded that this letter constitutes ethical approval only. You must not commence this research study at St John of God Murdoch Hospital ("the participating site") until operational site approval has been confirmed with St John of God Murdoch Hospital. On receipt of the signed Participating Site Operational Approval Form, we will write to you again to advise of final study approval. You will then be able to commence the project.

The Committee is a Human Research Ethics Committee that is constituted and operates in accordance with the National Statement. In line with the National Statement requirements, researchers need to keep the Committee and the institution (specifically, the participating site) promptly and regularly informed on the progress of their approved project including:

.../2
1. any adverse events or unexpected outcomes that may affect continued ethical approval of the project.
2. any proposed changes in the project protocol.
3. when the project is completed or abandoned.

The Committee would also appreciate receiving at a minimum an annual project progress report, as well as a final project report and any subsequent publications.

I wish you well with your research.

Yours sincerely

[Signature]

Dr Mark McKenna
Chairman, St John of God Health Care Ethics Committee

Enc.

cc. Mr Adam Coleman, DON, SJG Murdoch Hospital (via email)
c. Prof. Leanne Monterosso, Chair Nursing Research, SJG Murdoch Hospital (via email)
Appendix 11: St John of God Site Approval Letter

17 February 2014

Ms Carolyn Keane
10 Foxall Place
SOUTH LAKE WA 6164

Dear Ms Keane,

Re: An Investigation of Nurse Education Service Models in Acute Care Metropolitan Hospitals across Australia (Our ref No: 673)

I refer to the letter of 4 February 2014, advising of ethical approval of the above study, as granted by the St John of God Health Care Ethics Committee.

I am in receipt of your email of 17 February 2014, with the attached Participating Site Operational Approval Form from St John of God Murdoch Hospital.

Accordingly, I now confirm final approval for your study to be conducted at St John of God Murdoch Hospital ("the participating site").

I wish you well with your research.

Yours sincerely

Dr Mark Lubliner
Group Director Medical Services & Risk
St John of God Health Care

cc. Mr Adam Coleman, DON, SJG Murdoch Hospital (via email)
cc. Prof. Leanne Monterosso, Chair Nursing Research, SJG Murdoch Hospital (via email)
Appendix 12: Joondalup Health Campus Ethics Approval Letter

18 March 2014

Ms C Keane
10 Foxall Place
SOUTH LAKE WA 6164

Dear Ms Keane

RE: An investigation of nurse education service models in acute care metropolitan hospitals across Australia (ref 1405)

The Human Research Ethics Committee of Joondalup Health Campus is pleased to notify you that your proposal to undertake research on this campus has been approved, including endorsement from the Hospital Executive. As the Committee is bound by NHMRC Guidelines, the following conditions apply:

- That the Committee be notified immediately of any substantial changes in the design, methodology, time line or intended subjects of the project,
- That the Committee be notified immediately of any unforeseen complications of the project,
- That the Committee receive notices if the project does not commence within six months of approval,
- That the Committee receive annual/review reports on the study (you will receive a pro forma from the Committee in twelve months), and
- That the Committee be informed of any other matters which arise during the course of the project which may have ethical implications.

Your approval is initially for four years; after this period you may be asked to re-apply. You are also required to notify the Committee promptly of any changes in your contact details.

Our best wishes for a successful implementation of your research project.

Yours sincerely

Ann Y Hammer
Executive Officer, JHC HREC
Appendix 13: Sir Charles Gairdner Hospital Ethics Approval Letter

Ms Carolyn Keane
10 Foxall Place
SOUTH LAKE WA 6164

Dear Ms Keane

HREC No: 2014-047
Project Title: An Investigation of Nurse Education Service Models in Acute Care Metropolitan Hospitals across Australia

The ethics application for the project referenced above was reviewed under the low risk research review stream conducted on behalf of the Sir Charles Gairdner Group (SCGG) Human Research Ethics Committee (HREC). It has been approved and the will be tabled for the information of the HREC at the next meeting on 22 May 2014. The following documents have been approved for use in this project.

<table>
<thead>
<tr>
<th>Document</th>
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<tbody>
<tr>
<td>Research Protocol</td>
<td></td>
</tr>
<tr>
<td>Participant Information Sheet - Online Survey, Australian master version 1.0 dated 7 May 2014</td>
<td></td>
</tr>
<tr>
<td>Participant Information Sheet - Focus Groups, Australian master version 1.0 dated 7 May 2014</td>
<td></td>
</tr>
<tr>
<td>Participant Information Sheet - Interviews, Australian master version 1.0 dated 7 May 2014</td>
<td></td>
</tr>
<tr>
<td>Consent Form, Australian master version 1.0 dated 7 May 2014</td>
<td></td>
</tr>
</tbody>
</table>

Approval of this project from the Sir Charles Gairdner Hospital Human Research Ethics Committee EC00271 is valid to 8 May 2017 and on the basis of compliance with the 'Conditions of HREC Approval for a Research Project' (attached).

The nominated participating sites in this project are:

Sir Charles Gairdner Hospital
Fremantle Hospital
Royal Perth Hospital
Armadale Hospital
Rockingham General Hospital

[Note: If additional sites are recruited prior to the commencement of, or during the research project, the Coordinating Principal Investigator is required to notify the HREC. Notification of withdrawn sites should also be provided to the HREC in a timely fashion.]

A copy of this ethical approval letter must be submitted by all site Principal Investigators to the Research Governance Office or equivalent body or individual at each participating institution in a timely manner to enable the institution to authorise the commencement of the project at its sites.
This letter constitutes ethical approval only. This project cannot proceed at any site until separate site authorisation has been obtained from the CE, or delegate, of the site under whose auspices the research will be conducted at that site.

The SCG PHREC is registered with the Australian Health Ethics Committee and operates according to the NHMRC National Statement on Ethical Conduct in Human Research and International Conference on Harmonisation - Good Clinical Practice.

Should you have any queries about the HREC's consideration of your project, please contact Sean Howarth. The HREC's Terms of Reference, Standard Operating Procedures, membership and standard forms are available from http://www.scgh.health.wa.gov.au/Research/AboutUs.html or from the HREC Office.

Yours sincerely

[Signature]

Diana Forster
Delegate of the Chair
for
Hal Jackson
Chair
Sir Charles Gairdner Group
Human Research Ethics Committee
Appendix 14: Sir Charles Gairdner Hospital Site Approval Letter

15 May 2014

Ms Carolyn Keane
10 Foulis Place
SOUTH LAKESWA6164

Dear Ms Keane,

HREC No: 2014-047
Project Title: An Investigation of Nurse Education Service Models in Acute Care Metropolitan Hospitals across Australia

On behalf of the Sir Charles Gairdner Osborne Park Health Care Group, I give authorisation for your research project to be conducted at the following site:

Sir Charles Gairdner Hospital

This authorisation is based on the approval from the Sir Charles Gairdner Hospital Human Research Ethics Committee and the review from the Research Governance Office. This authorisation is valid subject to the ongoing approval from the HREC, and on the basis of compliance with the ‘Conditions of Site Authorisation to Conduct a Research Project’ (attached) and with the compliance of all reports as required by the Research Governance Office and approving HREC. Noncompliance with these requirements could result in the authorisation be withdrawn.

The responsibility for the conduct of this project remains with you as the Principal Investigator at the site.

Yours sincerely,

Dr Robyn Lawrence
EXECUTIVE DIRECTOR
SIR CHARLES GAIRDNER AND OSBORNE PARK HEALTH CARE GROUP
Appendix 15: SMHS Ethics Approval Letter

Ms Carolyn Keane
10 Foxall Place
South Lake WA 6164

Dear Ms Keane

Project Title: An Investigation of Nurse Education Service Models in Acute Care Metropolitan Hospitals across Australia
HREC Reference: 2014-047(SCGH)

On behalf of the South Metropolitan Health Service, I give authorisation for your research project to be conducted at the following site(s):

Fremantle Hospital
Armadale Hospital
Rockingham General Hospital

The following documents have been approved for this project:

- Research Protocol
- Participant Information Sheet - Online Survey, Australian master version 1.0 dated 7 May 2014
- Participant Information Sheet - Focus Groups, Australian master version 1.0 dated 7 May 2014
- Participant Information Sheet - Interviews, Australian master version 1.0 dated 7 May 2014
- Consent Form, Australian master version 1.0 dated 7 May 2014

This authorisation is based on the approval from the Sir Charles Gairdner Group Human Research Ethics Committee (SCGG HREC) and the review from the Research Governance Office at Fremantle Hospital. This authorisation is valid subject to the ongoing approval from the SCGG HREC.

This authorisation is based on the ethical approval from the Lead HREC, and on the basis of compliance with the 'Conditions of Authorisation to Conduct a Research Project at Site' (attached) and with the compliance of all reports as required by the Research Governance Office and approving HREC. Non-compliance with these requirements could result in the authorisation be withdrawn.
Appendix 16: Royal Perth Hospital Ethics Approval Letter

Ms Carolyn Keane
10 Foxall Place
SOUTH LAKE WA 6164

Dear Carolyn

<table>
<thead>
<tr>
<th>PROJECT TITLE:</th>
<th>An Investigation of Nurse Education Service Models in Acute Care Metropolitan Hospitals across Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>HREC Reference:</td>
<td>2014-047 (SCGG HREC)</td>
</tr>
</tbody>
</table>

On behalf of the Royal Perth Hospital, I give authorisation for your research project to be conducted at the following site(s):

Royal Perth Hospital

This authorisation is based on the approval from the Sir Charles Gairdner Group (SCGG) HREC and the review by the RPH Research Ethics and Governance (REG) Office. **This authorisation is valid subject to the ongoing approval from the HREC.**

This authorisation is based on the ethical approval from the HREC, and on the basis of compliance with the "Conditions of Authorisation to Conduct a Research Project at Site" (attached) and with the compliance of all reports as required by the Research Governance Office and approving HREC. Non-compliance with these requirements could result in the authorisation be withdrawn.

The responsibility for the conduct of this project remains with you as the Principal Investigator at the site.

Yours sincerely

[Signature]

DR Aresh Anwar
A/Executive Director
Royal Perth Hospital

Copy: Sean Howarth (SCGG HREC)
## Appendix 17: All Hospitals Included in Phase Three

### Western Australia

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Type</th>
<th>Service</th>
<th>Beds</th>
<th>Nurse Educators</th>
<th>Staff</th>
<th>ED Attendances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fremantle Hospital</td>
<td>Public</td>
<td>24-hour</td>
<td>320</td>
<td>9 SDEs, 34 SDNs</td>
<td>4500</td>
<td>40,000 annually</td>
</tr>
<tr>
<td>Rockingham General Hospital</td>
<td>Public</td>
<td>24-hour</td>
<td>290</td>
<td>5 SDEs, 16 SDNs</td>
<td>1300</td>
<td>42,000 annually</td>
</tr>
<tr>
<td>Sir Charles Gardiner Hospital</td>
<td>Public</td>
<td>24-hour</td>
<td>242</td>
<td>5 SDEs, 8 SDNs</td>
<td>1459</td>
<td>60,000 annually</td>
</tr>
<tr>
<td>Royal Perth Hospital</td>
<td>Public</td>
<td>24-hour</td>
<td>450</td>
<td>26 SDEs, 68 SDNs</td>
<td>7000</td>
<td>64,000 annually</td>
</tr>
<tr>
<td>Joondalup Health Campus</td>
<td>Public &amp; private</td>
<td>24-hour</td>
<td>500</td>
<td>(level 3), 24 (level 2)</td>
<td>4200 across 4 sites</td>
<td>80,000 annually</td>
</tr>
<tr>
<td>St John of God Hospital Murdoch</td>
<td>Private</td>
<td>24-hour</td>
<td>507</td>
<td>8 SDEs, 11 SDNs</td>
<td>1400</td>
<td></td>
</tr>
</tbody>
</table>

### Northern Territory

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Type</th>
<th>Service</th>
<th>Beds</th>
<th>Nurse Educators</th>
<th>Staff</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Darwin Hospital</td>
<td>Public</td>
<td>24-hour</td>
<td>363</td>
<td>28 educators</td>
<td>1700</td>
<td>(08) 8922 7693</td>
</tr>
</tbody>
</table>

### Total Population

- **Western Australia**: NMHS 5, SMHS 4, Private 7 = 16
- **Northern Territory**: Public 5, 1 private = 6

Meet inclusion criteria: 1
### Tasmania

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Type</th>
<th>24-hour service</th>
<th>ED &amp; ICU</th>
<th>Beds</th>
<th>Staff: FTE</th>
<th>Nurse educators: Level</th>
<th>ED attendances</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launceston General Hospital</td>
<td>Public</td>
<td></td>
<td></td>
<td>300</td>
<td>1346</td>
<td>15 (level 2)</td>
<td>30,931 annually</td>
<td>(03) 6348 7111</td>
</tr>
<tr>
<td>Hobart Private Hospital</td>
<td>Private</td>
<td>24-hour service</td>
<td></td>
<td>146</td>
<td></td>
<td>4</td>
<td></td>
<td>(03) 6214 3000</td>
</tr>
</tbody>
</table>

**Total population:**
Public 13, private 8 = 21

Meet inclusion criteria: 3

### Australian Capital Territory

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Type</th>
<th>24-hour service</th>
<th>ED &amp; ICU</th>
<th>Beds</th>
<th>Staff: FTE</th>
<th>Nurse educators: Level</th>
<th>ED attendances</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canberra Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td></td>
<td></td>
<td></td>
<td>12 (level 3), 36 (level 2), 3(ENs)</td>
<td></td>
<td>(02) 6244 2222</td>
</tr>
<tr>
<td>Calvary Public Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td></td>
<td>230</td>
<td></td>
<td>12</td>
<td></td>
<td>(02) 6264 7262</td>
</tr>
</tbody>
</table>

**Total population:**
Public 2, private 3 = 5

Meet inclusion criteria: 2

### South Australia

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Type</th>
<th>24-hour service</th>
<th>ED &amp; ICU</th>
<th>Beds</th>
<th>Staff: FTE</th>
<th>Nurse educators: Level</th>
<th>ED attendances</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flinders Medical Centre</td>
<td>Public</td>
<td>24-hour service</td>
<td></td>
<td>593</td>
<td></td>
<td>30 (level 3), 4 (level 2)</td>
<td>74,000 annually</td>
<td>(08) 8204 5511</td>
</tr>
<tr>
<td>Lyell McEwin Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td></td>
<td>396</td>
<td></td>
<td>10 (level 3), 2 (level 2)</td>
<td>51,000 annually</td>
<td>(08) 8282 0270</td>
</tr>
<tr>
<td>Modbury Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td></td>
<td>174</td>
<td></td>
<td>6 (level 3), 1 (level 2)</td>
<td>32,000 annually</td>
<td>(08) 8161 2000</td>
</tr>
<tr>
<td>Noarlunga Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td></td>
<td></td>
<td></td>
<td>0.5 (Level 3), 0.4 (Level 2)</td>
<td>48,000 annually</td>
<td>(08) 8384 9222</td>
</tr>
</tbody>
</table>
## South Australia cont.

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Type</th>
<th>Services</th>
<th>Beds</th>
<th>Staff</th>
<th>Nurse Educators</th>
<th>ED Attendances</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Adelaide Hospital</td>
<td>Public</td>
<td>ED &amp; ICU</td>
<td>650</td>
<td>6000</td>
<td>25 (various levels) (Hampstead Rehabilitation Centre)</td>
<td>63,000 annually</td>
<td>(08) 8222 4000</td>
</tr>
<tr>
<td>The Queen Elizabeth Hospital</td>
<td>Public</td>
<td>24 hour service</td>
<td>311</td>
<td>2500</td>
<td>12 (level 3), 2 (level 2)</td>
<td>42,000 annually</td>
<td>(08) 8222 6000</td>
</tr>
<tr>
<td>Ashford Hospital Private</td>
<td>Private</td>
<td>24-hour service</td>
<td>180</td>
<td></td>
<td>2 (level 3), 1 (level 2)</td>
<td></td>
<td>(08) 8375 5222</td>
</tr>
<tr>
<td>St Andrew’s Hospital</td>
<td>Private</td>
<td>24-hour service</td>
<td></td>
<td></td>
<td>3 (level 2)</td>
<td>4257 annually</td>
<td>(08) 8408 2111</td>
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<tr>
<td>Calvary Wakefield Hospital</td>
<td>Private</td>
<td>24-hour service</td>
<td></td>
<td></td>
<td>2 (level 3), 1 (level 2)</td>
<td></td>
<td>(08) 8405 3333</td>
</tr>
<tr>
<td>Total population:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9</td>
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</table>

## Queensland

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Type</th>
<th>Services</th>
<th>Beds</th>
<th>Staff</th>
<th>Nurse Educators</th>
<th>ED Attendances</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Brisbane and Women’s Hospital</td>
<td>Public</td>
<td>ED &amp; ICU</td>
<td>929</td>
<td></td>
<td>12</td>
<td>70,000</td>
<td>(07) 3646 8111</td>
</tr>
<tr>
<td>Princess Alexandra Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td></td>
<td></td>
<td>37 (grade 7)</td>
<td>46,150</td>
<td>(07) 3176 2111</td>
</tr>
<tr>
<td>The Prince Charles Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td></td>
<td></td>
<td>13 (grade 7), 20 (grade 6)</td>
<td></td>
<td>(07) 3139 4643</td>
</tr>
<tr>
<td>Redcliffe Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td></td>
<td></td>
<td>8 (grade 7), 1 (grade 6)</td>
<td></td>
<td>(07) 3883 7777</td>
</tr>
<tr>
<td>Caboolture Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td></td>
<td></td>
<td>6</td>
<td></td>
<td>(07) 5433 8951</td>
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<tr>
<td>Gold Coast Hospital (across Robina as well)</td>
<td>Public</td>
<td>24-hour service</td>
<td></td>
<td></td>
<td>43 (grade 7), 23 (grade 6)</td>
<td></td>
<td>(07) 5519 8211</td>
</tr>
<tr>
<td>Location</td>
<td>Type</td>
<td>Service Hours</td>
<td>Beds</td>
<td>Nurse Educators</td>
<td>ED Attendances</td>
<td>Phone Number</td>
<td></td>
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<tr>
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<tr>
<td>Queensland cont.</td>
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<td></td>
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<tr>
<td>Queen Elizabeth II Jubilee Hospital</td>
<td>Public</td>
<td>24-hour</td>
<td>190</td>
<td>5 (grade 7), 5 (grade 6)</td>
<td>(07) 3182 6111</td>
<td></td>
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<tr>
<td>Robina Hospital (educators above across both sites)</td>
<td>Public</td>
<td>24-hour</td>
<td>364</td>
<td></td>
<td>(07) 5668 6000</td>
<td></td>
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<tr>
<td>Toowoomba Hospital</td>
<td>Public</td>
<td>24-hour</td>
<td>320</td>
<td>5 (grade 7)</td>
<td>42,674</td>
<td>(07) 4699 8312</td>
<td></td>
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<tr>
<td>The Townsville Hospital</td>
<td>Public</td>
<td>24-hour</td>
<td>473</td>
<td>9 (NEs), 10 (CNEs)</td>
<td></td>
<td>(07) 4433 1111</td>
<td></td>
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<tr>
<td>St Vincent’s Private Hospital Toowoomba</td>
<td>Private</td>
<td>24-hour</td>
<td></td>
<td>1</td>
<td></td>
<td>(07) 4690 4000</td>
<td></td>
</tr>
<tr>
<td>Ipswich Hospital</td>
<td>Public</td>
<td>24-hour</td>
<td>341</td>
<td>6 (grade 7) and 7 (grade 6)</td>
<td>46,677</td>
<td>(07) 3810 1111</td>
<td></td>
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<tr>
<td>Sunshine Coast Private Hospital</td>
<td>Private</td>
<td>24-hour</td>
<td></td>
<td>8</td>
<td></td>
<td>(07) 5430 3347</td>
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<td>Total population:</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Public 80, private 52 = 132</td>
<td></td>
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<td>Victoria</td>
<td></td>
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<td></td>
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<td></td>
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<tr>
<td>Austin Hospital</td>
<td>Public</td>
<td>24-hour</td>
<td>400</td>
<td>42 (Grade 3, 4 &amp; 5)</td>
<td>70,000</td>
<td>(03) 9496 5000</td>
<td></td>
</tr>
<tr>
<td>The Alfred</td>
<td>Public</td>
<td>24-hour</td>
<td></td>
<td>4 (Grade 5), 14 (Grade 4B)</td>
<td>57,000</td>
<td>(03) 9076 2000</td>
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</tr>
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<td>Box Hill Hospital</td>
<td>Public</td>
<td>24-hour</td>
<td>421</td>
<td>19 (level 4), 5 (level 3)</td>
<td></td>
<td>(03) 9895 3333</td>
<td></td>
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<tr>
<td>Maroondah Hospital</td>
<td>Public</td>
<td>24-hour</td>
<td></td>
<td>13</td>
<td></td>
<td>(03) 9871 3333</td>
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</tr>
<tr>
<td>Location</td>
<td>Type</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td>Beds</td>
<td>Nurse educators</td>
<td>ED attendances</td>
<td>Contact Number</td>
</tr>
<tr>
<td>-------------------------------</td>
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<td>----------</td>
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<tr>
<td><strong>Victoria cont.</strong></td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>The Northern Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td>300</td>
<td><strong>Nurse educators: 35 (3G5, 6G3B, 26G4B)</strong></td>
<td>70,000</td>
<td>(03) 8405 8000</td>
</tr>
<tr>
<td>The Royal Melbourne Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td>350</td>
<td><strong>Nurse educators: 45</strong></td>
<td>60,000</td>
<td>(03) 9342 4902</td>
</tr>
<tr>
<td>St Vincent's Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td>880</td>
<td><strong>Nurse educators: 18 (across 5 sites)</strong></td>
<td></td>
<td>(03) 9288 2211</td>
</tr>
<tr>
<td>Cabrini Hospital Malvern (Private)</td>
<td>Private</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td>508</td>
<td><strong>Nurse educators: 22</strong></td>
<td></td>
<td>(03) 9508 1222</td>
</tr>
<tr>
<td>John Fawcett Private Hospital</td>
<td>Private</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td>147</td>
<td><strong>Nurse educators: 6</strong></td>
<td></td>
<td>(03) 9385 2500</td>
</tr>
<tr>
<td>Total population:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Public 36, private 48 = 84</td>
<td></td>
</tr>
<tr>
<td><strong>New South Wales</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Gosford Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td>484</td>
<td><strong>Nurse educators:70 (6 NEs, 65 CNEs)</strong></td>
<td>45,748</td>
<td>(02) 4320 2111</td>
</tr>
<tr>
<td>Wollongong Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td>500</td>
<td><strong>Nurse educators:20 (NEs and CNEs)</strong></td>
<td>50,000</td>
<td>(02) 4222 5000</td>
</tr>
<tr>
<td>Manly Hospital (same district)</td>
<td>Public</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td></td>
<td><strong>Nurse educators: Same as Royal North Shore</strong></td>
<td></td>
<td>(02) 9976 9611</td>
</tr>
<tr>
<td>Royal North Shore Hospital (same district)</td>
<td>Public</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td></td>
<td><strong>Nurse educators: 11 NEs &amp; 120 CNEs across district</strong></td>
<td></td>
<td>(02) 9926 4688</td>
</tr>
<tr>
<td>Nepean Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td>4734 3000</td>
<td><strong>Nurse educators: 31 (6 NEs, 25 CNEs)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hornsby Ku-ring-gai Hospital (same district)</td>
<td>Public</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td></td>
<td><strong>Nurse educators: Same as Royal North Shore</strong></td>
<td></td>
<td>(02) 9477 9123</td>
</tr>
<tr>
<td>Ryde Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td>9858 7888</td>
<td><strong>Nurse educators: Same as Royal North Shore</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mona Vale Hospital (same district)</td>
<td>Public</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td></td>
<td><strong>Nurse educators: Same as Royal North Shore</strong></td>
<td></td>
<td>(02) 9926 46660</td>
</tr>
<tr>
<td>Hospital Name</td>
<td>Type</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td>Beds:</td>
<td>Nurse educators</td>
<td>Contact Numbers</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
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<td>-----------</td>
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<td>------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Prince of Wales Hospital</td>
<td>Public/Private</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td>440</td>
<td>11</td>
<td>(02) 9650 4000</td>
<td></td>
</tr>
<tr>
<td>St George Hospital</td>
<td>Public</td>
<td>24-hour service</td>
<td>ED &amp; ICU</td>
<td>600</td>
<td>41 (8 NEs, 33 CNEs)</td>
<td>(02) 9113 1111</td>
<td></td>
</tr>
</tbody>
</table>
| Campbelltown Hospital* (same district)| Public   | 24-hour service | ED & ICU | 440       | 17 CNEs        | (02) 4634 3000 (site)  
|                                      |          |                 |          | 300        |                | (02) 4634 4974 (area)                                 |
| Liverpool Hospital* (same district)   | Public   | 24-hour service | ED & ICU | 433       | 48 CNEs        | (02) 9845 5555                                       |
| Fairfield Hospital* (same district)   | Public   | 24-hour service | ED & ICU | 200       | 9 (3 NEs, 6 CNEs) | (02) 9616 8111                                       |
| Royal Prince Alfred Hospital         | Public   | 24-hour service | ED & ICU | 900       | 25 (NEs, CNEs)  | (02) 9515 6111                                       |
| Blacktown Mount Druitt Hospital       | Public   | 24-hour service | ED & ICU | 550       | 20 (2 NEs, 18 CNEs) | (02) 9881 8000                                      |
| Auburn Hospital                       | Public   | 24-hour service | ED & ICU | 2200      | 8 (2 NEs, 6 CNEs) | (02) 8759 3000                                      |
| St Vincents Hospital                  | Public   | 24-hour service | ED & ICU | 200       | 25 (5 NEs, 20 CNEs) | (02) 8382 1111                                      |
| John Hunter Hospital                  | Public   | 24-hour service | ED & ICU | 550       | 20 (8 NEs, 12 CNEs) | (02) 4921 3000                                     |
| Norwest Private Hospital              | Private  | 24-hour service | ED & ICU | 360       | 18             | (02) 8882 8882                                      |
| Sydney Adventist Hospital's           | Private  | 24-hour service | ED & ICU | 360       | 18             | (02) 9487 9111                                      |

**Total population:**
Public 145, private 82 = 227
Meet inclusion criteria: 22
# Appendix 18: Content Validity Expert Feedback

<table>
<thead>
<tr>
<th>Expert</th>
<th>Feedback</th>
</tr>
</thead>
</table>
| **Expert 1** | There are a wide variety of questions to determine a number of characteristics related to the models of education and their benefits and barriers. I believe these will provide you with some interesting material to analyse.  
In relation to the consent statement, I have only a couple of queries, there is no need to reply to me, I trust that you may have these points addressed already, or you can make any changes if required.  
• I am assuming that there is some type of link to the Information sheet that you refer to?  
• In point 2, You have stated that they can withdraw, however once the survey is completed they actually cannot, perhaps if you were to add in something like ‘if whilst completing the survey you wish to withdraw, simply close the website, no data will be stored’  
• In point 5, I would again clarify, and state at the end of the sentence … not disclosed as surveys are de-identified. |
| **Expert 2** | Page 1 - second paragraph, second line consider changing 'which model is used' to 'which model is chosen' as this is the language in question 8. Also I just like chosen better :)  
Page 1 - under sub heading 'Phase three', second sentence starting 'the statements list...' reads a bit clumsy; awkward sentence  
Page 1 - Your sign off should include your designation ie Prof Doc candidate  
Consent statement  
Page 2 - first bulleted point; consider including a statement noting that the participant information sheet was included in the email invitation.  
Page 2 - second bulleted point; consider replacing indentified with identifiable?  
Page 2 - fourth bulleted point; consider moving statement higher in the rankings as important point  
**Demographics**  
Page 3 - Question 4 consider changing to On the AHPRA are you registered as?  
Page 5 - Question 9 ‘problem solves’ - what?  
Page 6 - Question 10. Do you care/interested in level of evaluation or types?  
Page 7 - Question 11. Consider including Training is sometimes cancelled due to staffing constraints and Nurse/Midwife Education is valued at your work place  
Page 8 - Question 12. Eleventh statement ‘NE are employed at a higher level than clinical staff’, Do you mean at Level 3 or clinical staff as in those on the floor (CN/RN). Sorry wasn’t sure what was meant.  
Page 9 - Typo in first sentence (nuse nurse). Question 13, fourth statement ‘Focus’ should be focus. Fifth statement, consider including VET. Eighth statement consider changing ‘more’ to increased. |
| **Expert 3** | Page 2 - the second dot point needs to be a little clearer. Instead of ‘as the surveys are not identified’, what if I do want to do withdraw. Can you add another statement to substantiate that you can withdraw and if so how?  
Page 3 - question 6: for the examples, would it be better to use ANF level x and SRN level x? The word ‘Grade’ confused me a little. |
| Expert 3 cont. | Page 5 - I am not sure if the first statement under the heading is necessary (i.e., … 9. In the question above you identified …). I think it’s implied from the previous question and if anything I had to re-read it a couple of time. What about going start to ‘Please indicate which of the functions of a nurse education service listed below apply to your health service (add this in) model’.
Page 7 - point 5, instead of ‘stay aware’ can it be ‘maintain awareness’ or ‘keep abreast’? Although I appreciate you probably want to keep in plain language.
Page 8 - point 9, typo in spelling ‘educator’.
Page 8: - point 10, Being influential – can you explain or expand on this. It seems more of a personal reference as opposed to the model which is what you are after.
Page 8: - point 15, ‘Nurse Ed not filling staffing deficits’ – I am not sure if I understand this. Do you mean ‘not fulfilling’?
Page 8: - is it worth asking a question on quality improvement?
Page 8 - point 17, ‘Evidence of effectiveness/outcomes of education is available’ – how so? What about adding the word ‘transparent’ instead of ‘available’?
Page 9 - first sentence after the heading ‘The Future’, typo in spelling ‘…related to future nurse education’.
Page 9 - point 4, little ‘f’ instead of capital ‘F’ for focus. |
| Expert 4 | What is your perception of why this nurse education service model was chosen? I was wondering what you hoped to achieve from this questions as many of the educators would not have been involved with the decision making around the educational paradigm chosen. What will you do if they don’t know?
Please indicate which of the functions of a nurse education service listed below apply to your Model. I like this. I think we get some useful trends and variances from this question.
10. Which items below does your nurse education service use to measure the effectiveness of its model? I cannot reconcile the question with the solution answers. The model of education ie central/decentralised/mixed… how does one connect the solutions you offer with the hospitals choice of educational model. At this health service educators are constantly reminded that education p[rograms designed are done not on the basis of popularity or someone’s good idea … but on an industrial problem or issue requiring redress. So a pletheora of strategies may be deployed when AKMH undergoes the next phase of its development through to 420+ beds. The solutions you offer are more a KPI of the evaluation of individual programs as opposed to a centralized versus decentralised model
11. Which of the following statements apply to your nurse education model? Please indicate your level of agreement or disagreement with each statement. The solutions for this are no so much about an educational model but rather a description of the logistical functions of various members within the education staff … There is a typo in the last solution ‘ther’
12. The perceived characteristics of an ideal nurse education model include: In your opinion the future of nurse education within your service model will include: Please indicate your level of agreement or disagreement with each statement. The solutions to these questions are somewhat low level and I wonder why you don’t take the opportunity for a more strategic set of solutions. There isn’t for an example any discussion around integration models with other health professionals, engagement with national standards, a concept of joint appointments and integrated area model etc. |
**Expert 4 cont.**

It doesn’t acknowledge the funding components under ABF in the sense that asking should the model will be well funded is unlikely to offer you anything because inevitably the answer will be a resounding YES. The reality should be more how a limited TTR budget can address the priorities arising across the South.

**Expert 5**

For question 3 I would make the numbers 100–199, 200–499, >500 just to prevent people from providing a response which may not fully reflect their service.

I would suggest that the second sentence – i.e., Please outline any reasons you are aware of in the box below – may mislead the respondent a little- the main question asks what are their perception which should be able to provide an answer for – but the second part asking for reasons may throw them a little. It may be just a case of adding something like – In addition please outline any reasons you are aware of…

I would specify ‘staffing deficits’ rather than using the word staff – because they may think that you are asking about staff learning/skills deficits rather than the shortage of staff for the roster.

Question 13, change the F in focus to lower case.
Hi xxxxxxxx,

Thank you for speaking with me on the phone previously regarding your nurse education service and number of nurse educators.

I am a nurse educator working at Fremantle Hospital in W.A. undertaking my Professional Doctorate of Nursing at The University of Notre Dame Australia.

My research study is titled: **An Investigation of Nurse Education Service Models in Acute Care Metropolitan Hospitals Across Australia.**

In the next couple of weeks I will be emailing you a link to my survey to distribute to the nurse educators working in your hospital.

The survey takes approximately 10 minutes to complete.

I have attached the ethics approval and a participant information sheet with further information about the study.

Please get back to me if you have any further queries.

Carolyn Keane
A/Nursing Director - Corporate Services
Fremantle Hospital & Health Service
Tel 9431 2771 | Fax 9431 2443
Email carolyn.keane@health.wa.gov.au
Dear Participant,

You are invited to participate in the research project described below.

**What is the project about?**

The aim of my research study is to investigate nurse education service models in acute care metropolitan hospitals across Australia. The research questions are:

1. What nurse education service model is utilised at Fremantle Hospital?
2. What nurse education service models are utilised in other acute care metropolitan hospitals across Western Australia?
3. What nurse education service models are utilised in acute care metropolitan hospitals across Australia?
4. What are the perceived factors that influence which nurse education service model is used at acute care metropolitan hospitals across Australia?
5. What are the views of nurse educators about the different nurse education service models utilised in acute care metropolitan hospitals across Australia?
6. What are the views of nurse educators about future nursing education priorities and services?

It is predicted that the Australian nursing workforce will experience a shortage of 109,000 nurses and midwives by 2025 (Health Workforce Australia, 2012). Ongoing education and training for nursing staff is essential to support the delivery of quality patient care. Currently there are a number of different service models of nurse education used in acute care metropolitan hospitals around Australia. Each of these models having advantages and disadvantages that can affect service delivery, quality of service and cost.
There are few studies however that have undertaken research in this area or made any recommendations and in light of the opening of the new Fiona Stanley Hospital in 2014 and the St John of God Hospital in Midland in 2015. It is important to conduct a study into the efficacy of the various models in light of the new sites to ensure they can deliver on organisational outcomes in the most cost effective manner and support the sustainability of the service into the future.

My study will be conducted in three phases. Phase one will involve holding a number of interviews and focus groups with nurse educators at Fremantle Hospital. Phase two will involve holding interviews with the coordinators of nurse education services and focus groups with nurse educators in acute care metropolitan hospitals in Western Australia. Phase three of my study will consist of a quantitative online survey of acute care metropolitan hospitals across Australia. These three phases are vital to allow comparisons to be made between the hospitals and states.

**Who is undertaking the project?**
This project is being conducted by Carolyn Keane and will form the basis for the degree of Professional Doctorate of Nursing at The University of Notre Dame Australia, under the supervision of Professor Selma Alliex.

**What will I be asked to do?**
I would like to invite you to be involved in phase three of my study by completing an online survey. I will be sending out an online survey to nurse educators across Australia to gather information regarding the nursing education service models being used across Australia. The survey will consist of a number of quantitative questions and multi-item scales and take approximately 15 minutes to complete. You will only be required to complete the survey once.

**Are there any risks associated with participating in this project?**
There are no foreseeable risks with participating in this study.

**What are the benefits of the research project?**
Your involvement in this study will assist in increasing your understanding of the different nurse education service models within acute care metropolitan hospitals in W.A. It is hoped that this study will investigate the different types of nurse education models in use across Australia with a view to making recommendations for future service delivery.

**Can I withdraw from the study?**
Participation in this study is completely voluntary. You are not under any obligation to participate. If you agree to participate, you can withdraw from the study at any time without adverse consequences.

**Will anyone else know the results of the project?**
The information gathered about you and data collected from the online survey will be de-identified and held confidentially. This confidence will only be broken in instances of legal requirements such as court subpoenas, freedom of information requests, or mandated reporting by some professionals. It will be stored securely in the School of Nursing at The University of Notre Dame Australia for a period of five years. It is hoped the findings of this study will be published in a journal specialising in nursing education.
PARTICIPANT INFORMATION SHEET – ONLINE SURVEY

**Will I be able to find out the results of the project?**
Participants will be contacted via email and sent a thank you letter and an outline of the findings of the study.

**Who do I contact if I have questions about the project?**
If you have any queries regarding the study, please contact:

Carolyn Keane  
A/Nursing Director, Corporate Services  
Fremantle Hospital and Health Service  
Phone: (08) 9431 2771  
Email: Carolyn.keane@health.wa.gov.au

Professor Selma Alliex  
Dean, School of Nursing and Midwifery  
The University of Notre Dame Australia  
Phone: (08) 9433 0215  
Email: salliex@nd.edu.au

**What if I have a complaint or any concerns?**
The study has been approved by the Human Research Ethics Committee at The University of Notre Dame Australia. If participants have any complaint regarding the manner in which a research project is conducted, it should be directed to the Executive Officer of the Human Research Ethics Committee, Research Office, The University of Notre Dame Australia, PO Box 1225 Fremantle W.A. 6959, phone (08) 9433 0943, research@nd.edu.au

Any complaint or concern will be treated in confidence and fully investigated. You will be informed of the outcome.

**I want to participate! How do I sign up?**
If you are interested in participating in the study please send an email expressing your interest to Carolyn.keane@health.wa.gov.au and you will then be sent an email with a link to the online survey.

Yours sincerely,

Carolyn Keane

*If participants have any complaint regarding the manner in which a research project is conducted, it should be directed to the Executive Officer of the Human Research Ethics Committee, Research Office, The University of Notre Dame Australia, PO Box 1225 Fremantle W.A. 6959, phone (08) 9433 0943, research@nd.edu.au*
Appendix 21: Email to Coordinators of Nurse Education Services Nationally

From: Keane, Carolyn  
Sent:  
To:  
Subject: An Investigation of Nurse Education Service Models – Research Study Invitation

Dear XXXX,

Following on from my previous correspondence, I am a nurse educator working at Fremantle Hospital in W.A. undertaking my Professional Doctorate of Nursing at The University of Notre Dame Australia.

My research study is titled: **An Investigation of Nurse Education Service Models in Acute Care Metropolitan Hospitals Across Australia.**

Nurse education service models refer to the duties the service undertakes and the reporting structure for nurse educators at the organisation.

I would like to now invite you to participate in my study via the link below.

Please click on the link to complete the survey and forward this email on to all nurses working in a dedicated education role at your hospital.

[https://www.surveymonkey.com/s/KC5J2HS](https://www.surveymonkey.com/s/KC5J2HS)

Please complete the survey by **Monday 27th October.**

The survey takes approximately 15 minutes to complete.

I have attached the ethics approvals and a participant information sheet with further information about the study.

Please get back to me if you have any further queries.

Carolyn Keane  
A/Nursing Director - Corporate Services  
Fremantle Hospital & Health Service  
Tel 9431 2771 | Fax 9431 2443  
Email carolyn.keane@health.wa.gov.au
Appendix 22: Phase Three Survey Questionnaire

An Investigation of Nurse Education Service Models in Acute Care

Dear Participant,

You are invited to participate in a short survey to investigate nurse education service models in acute care metropolitan hospitals across Australia.

This survey forms part of a Professional Doctorate in Nursing study which is investigating nurse education service models in use across Australia, the perceived factors that influence which model is used and the views of nurse educators about future nursing education priorities and services. This study is being undertaken in three phases:

**Phase one** involved interviews and focus groups with nurse educators at a acute care metropolitan public hospital in Western Australia.

**Phase two** involved interviews and focus groups with nurse educators and the coordinators of nurse education services in acute care metropolitan hospitals in Western Australia.

**Phase three** of this study involves this survey being administered to nurse educators in acute care metropolitan hospitals across Australia.

The answer options under the questions in this survey have been developed from the interviews and focus groups undertaken in phases one and two of the study. The term nurse educator is used throughout this survey and refers to any nurse working in a dedicated education role.

This survey will only take 15 minutes, is anonymous and participation is voluntary.

Thank you for your participation in this study.

Caryn Keane
Professional Doctorate of Nursing Candidate
The University of Notre Dame Australia
An Investigation of Nurse Education Service Models in Acute Care

Consent Statement

Thank you for considering participating in this research project. If you continue and respond to the survey questions you are considered to have consented to your involvement in the study and have acknowledged that:

- You have read and understood the Participant Information Sheet (attached to the email with this survey link) about this project and any questions have been answered to your satisfaction.

- You understand that you may withdraw from participating in the project, however once you submit the survey you cannot withdraw your answers as the surveys are not identifiable.

- You understand that all information gathered by the researcher will be treated as confidential.

- You understand that the protocol adopted by the University of Notre Dame Australia Human Research Ethics Committee for the protection of privacy will be adhered to.

- You agree that any research data gathered for the study may be published provided your name or other identifying information is not disclosed.

If you do not consent or would like to withdraw at any time during completing this survey please exit by closing this browser page.
An Investigation of Nurse Education Service Models in Acute Care

Demographics

This section includes questions related to your demographic information. Please answer by choosing the response that best describes your circumstances.

**1. In which Australian state or territory are you currently working?**

☐ Public
☐ Private

**2. Are you currently employed in a public or private hospital?**

☐ < 100 beds
☐ between 100 - 199 beds
☐ between 200 - 499 beds
☐ 500 beds or more

**3. What is the bed number of the hospital?**

☐ Nurse
☐ Midwife
☐ Both
☐ Other (please specify)

**4. At the AHPRA are you registered as a professional?**

☐ Nurse
☐ Midwife
☐ Both
☐ Other (please specify)

**5. How long have you worked in a education role?**

☐ > 12 months
☐ between 7 - 10 years
☐ between 1 - 5 years
☐ > 10 years

**6. At what level are you employed?**

☐ Junior (SN cl I/II, C/II, Grade 4, CSE or Grade 3 CSM)
☐ Senior (SN cl II, Grade 5, CSE/ Grade 3 CSM or CSE)
☐ Coordinator/manager of the service
☐ Other (please specify)
An Investigation of Nurse Education Service Models in Acute Care

Nurse Education Service Models

This section contains questions about the nurse education service model used in your health service. Please think about your nurse education service model and answer the questions below as accurately as possible.

*7. On which model of nurse education is your service based? Please tick the answer that describes the model of your nurse education service or tick other and describe the model.

- Centralised
  - There is a hospital-wide approach to staff training, all education staff, even those placed within the clinical areas report centrally to the nurse education department and manager.

- Decentralised
  - There is no central training department, educators within individual clinical areas are responsible for meeting the training needs of staff within their areas and report to the clinical unit managers.

- Other (please describe)

*8. What is your perception of why this nurse education service model is used?
9. Please indicate which of the functions of a nurse education service listed below apply to your model.

<table>
<thead>
<tr>
<th>Function</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undertakes staff mandatory training and competencies</td>
<td></td>
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<tr>
<td>Orientates and supports new staff</td>
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<tr>
<td>Implements practice changes</td>
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<tr>
<td>Meets accreditation needs for the hospital</td>
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<tr>
<td>Supports formal training programs eg postgraduate courses</td>
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<tr>
<td>Upskills and trains staff to meet workforce deficits</td>
<td></td>
<td></td>
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<tr>
<td>Coordinates the graduate nurse program</td>
<td></td>
<td></td>
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<tr>
<td>Mentors staff undertaking new roles</td>
<td></td>
<td></td>
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<tr>
<td>Meets nurses clinical skill training needs</td>
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<td></td>
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<tr>
<td>Coordinates student nurse placements</td>
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<tr>
<td>Supports service redesign</td>
<td></td>
<td></td>
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<tr>
<td>Other (please specify)</td>
<td></td>
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</tbody>
</table>
An Investigation of Nurse Education Service Models in Acute Care

10. Which items below does your nurse education service use to measure the effectiveness of its model?

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance rates</td>
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<tr>
<td>Evaluation forms</td>
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<tr>
<td>Number of clinical incidents</td>
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<tr>
<td>Maintaining organisation accreditation</td>
<td></td>
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<tr>
<td>Winning awards</td>
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<td>Nurse sensitive indicators</td>
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<tr>
<td>Partnerships with universities</td>
<td></td>
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<tr>
<td>Staff skill competency levels</td>
<td></td>
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<tr>
<td>Exam satisfaction and retention</td>
<td></td>
<td></td>
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<tr>
<td>Mandatory competency compliance levels</td>
<td></td>
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</tbody>
</table>

Other (please specify):
**11. Which of the following statements apply to your nurse education model?**

Please indicate your level of agreement or disagreement with each statement.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Unsure</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The senior educators are involved in selection and performance development of the junior educators</td>
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<td>You are required to perform duties outside of the education role</td>
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<tr>
<td>Allows you to get an organisational wide view</td>
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<tr>
<td>Can be isolating</td>
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<tr>
<td>Allows continuous awareness of learning deficits at ward level</td>
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<tr>
<td>Junior nurse educators are used to fill staffing deficits</td>
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<tr>
<td>Maintains visibility of nurse educators in clinical areas</td>
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<tr>
<td>Junior nurse educators receive support from senior nurse educators</td>
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<tr>
<td>There can be a lack of consistency in training across the organisation</td>
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<tr>
<td>Allows for development of specialist clinical knowledge and skills</td>
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<tr>
<td>Training is sometimes cancelled due to staffing constraints</td>
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<tr>
<td>The coordinator/manager of the service is a member of high level committees/nursing executive</td>
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<tr>
<td>Statement</td>
<td>Strongly Disagree</td>
<td>Disagree</td>
<td>Unsure</td>
<td>Agree</td>
<td>Strongly Agree</td>
</tr>
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<tr>
<td>An area/district health service approach</td>
<td>☐</td>
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<tr>
<td>Clear nurse educator role definition</td>
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<tr>
<td>Close links with unit nurse managers</td>
<td>☐</td>
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<tr>
<td>Junior nurse educators line managed by senior nurse educators</td>
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<td>☐</td>
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<tr>
<td>An interprofessional approach</td>
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<tr>
<td>Nurse educators having post graduate education qualifications</td>
<td>☐</td>
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<tr>
<td>Being well resourced</td>
<td>☐</td>
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<tr>
<td>Being housed on the hospital’s vision</td>
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<tr>
<td>Nurse educators being employed full time</td>
<td>☐</td>
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<tr>
<td>Having the ability to influence change across the organisation</td>
<td>☐</td>
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<tr>
<td>Viscit based nurse educators employed at a higher level than clinical staff</td>
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<tr>
<td>Reporting against key performance indicators</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Coroner nurse educator joint appointments with universities</td>
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<tr>
<td>A service closely aligned with clinical practice</td>
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<tr>
<td>Training for nurse educators</td>
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<td>A framework for education service delivery</td>
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<tr>
<td>Nurse educators not filling staffing deficits</td>
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<tr>
<td>Includes research education</td>
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<td>Evidence of the effectiveness/outcomes of education is available</td>
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<tr>
<td>Other please specify</td>
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An Investigation of Nurse Education Service Models in Acute Care

**The Future**

This section is related to future nurse education service priorities and services. Please consider the future of your nurse education service and answer the question below.

*13. In your opinion the future of nurse education within your service model will include:*

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Undecided</th>
<th>Agree</th>
<th>Strongly Agree</th>
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<tr>
<td>A focus on simulation</td>
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<td>Interprofessional education</td>
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<td>Increased pay for nurse educators</td>
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<td>A focus on education in the non critical care specialties</td>
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<td>Hone collaboration with universities</td>
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<td>Increased use of technology</td>
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<td>Post graduate education qualifications for nurse educators</td>
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<td>Raising revenue to maintain operations in an Activity Based Funding (ABP) environment</td>
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<td>Increased collaboration between hospital sites</td>
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<td>Working towards set education quality standards</td>
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<td>An increase in the number of critical staff undertaking a post graduate qualification</td>
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<td>More flexible teaching modalities</td>
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<td>More self directed education</td>
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<td>Strong evidence of education outcomes</td>
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<td>A move away from theory back to practical hands on training</td>
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</table>

Other (please specify):
Appendix 23: The Alfred Hospital Ethics Approval Letter

ETHICS COMMITTEE CERTIFICATE OF APPROVAL

This is to certify that

Project No: 478/14

Project Title: An Investigation of Nurse Education Service Models in Acute Care Metropolitan Hospital Across Australia

Principal Researcher: Professor Selma Allex

was considered for Low Risk Review and APPROVED on 3 November 2014

It is the Principal Researcher’s responsibility to ensure that all researchers associated with this project are aware of the conditions of approval and which documents have been approved.

The Principal Researcher is required to notify the Secretary of the Ethics Committee, via amendment or report, of:

- Any significant change to the project and the reason for that change, including an indication of ethical implications if any;
- Serious adverse effects on participants and the action taken to address those effects;
- Any other unforeseen events or unexpected developments that merit notification;
- The inability of the Principal Researcher to continue in that role, or any other change in research personnel involved in the project;
- A delay of more than 12 months in the commencement of the project, and;
- Termination or closure of the project.

Additionally, the Principal Researcher is required to submit:

- A Final Report on completion of the project.

Approval covers the project as described in the application (including any modifications made prior to approval). Low Risk projects are subject to audit and ethical approval may be withdrawn if the project deviates from that proposed and approved.

SPECIAL CONDITIONS

None

Please quote project number and title in all correspondence

SIGNED:

[Signature]

Professor John J. McNeil
Chair, Ethics Committee
Appendix 24: North Sydney Local Health District Ethics Approval Letter

Research Office
Kolling Building, Level 13
Royal North Shore Hospital
St Leonards NSW 2065
Tel (02) 9926 4594 Fax (02) 9926 6170

14 January 2015

Ms Carolyn Keane
Nursing Director – Corporate Services
Fremantle Hospital and Health Service
Alma Street
Fremantle WA 6160

Dear Carolyn

NSLHD reference: RESP/14/311
Study Title: An Investigation of Nurse Education Service Models in Acute Care Metropolitan Hospitals across Australia
HREC reference: LNR/14/HAWKE/442

Thank you for submitting a response, dated 6 January 2015, to the Northern Sydney Local Health District HREC Executive Committee’s request for additional information/modification of the above study, which was first considered at a meeting of the HREC Executive held 23 December 2014. Based on the information you have provided and in accordance with the NHMRC National Statement 2009 and NSW Health Policy Directive PD2010_056 Ethical and Scientific Review of Human Research in NSW Public Health Organisations, this project has been assessed as low/negligible risk and is therefore exempt from full HREC review.

This HREC has been accredited by NSW Ministry of Health as a Lead HREC under the model for single ethical and scientific review and Certified by the NHMRC under the National model for Harmonisation of Multicentre Ethical Review (HoMER). This lead HREC is constituted and operates in accordance with the National Health and Medical Research Council’s National Statement on Ethical Conduct in Human Research and the CPMP/ICH Note for Guidance on Good Clinical Practice. No HREC members with a conflict of interest were present for review of this project.

I am pleased to advise that the HREC, at a meeting of its Executive Committee held on 12 January 2015 has granted ethical and scientific approval of the above project.

You are reminded that this letter constitutes ETHICAL and SCIENTIFIC approval only. Please consult the site Research Governance Officer for guidance regarding site authorisation.

The project is approved to be conducted at
• Northern Sydney Local Health District

If a new site(s) is to be added please inform the HREC in writing and submit a Site Specific Assessment Form (SSA) to the Research Governance Officer at the new site.

The following documents have been approved:

<table>
<thead>
<tr>
<th>Document</th>
<th>Version</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Protocol</td>
<td>1.1</td>
<td>6 January 2015</td>
</tr>
<tr>
<td>Master Participant Information Sheet (Online Survey)</td>
<td>1.0</td>
<td>7 May 2014</td>
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<tr>
<td>Survey Questionnaire</td>
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The following documents were noted:
- Appendix 1: List of hospitals meeting inclusion criteria
- Sir Charles Gairdner Group HREC approval letter
- Appendix 5: Updated research timeline

The Low and Negligible Risk Research Form reviewed by the HREC was LNR AU/6/E04C110.
Please note the following conditions of approval:

- HREC approval is valid for 5 years from the date of the HREC Executive Committee meeting and expires on 12 January 2020. The Co-ordinating Investigator is required to notify the HREC 6 months prior to this date if the project is expected to extend beyond the original approval date at which time the HREC will advise of the requirements for ongoing approval of the study.

- The Co-ordinating Investigator will provide an annual progress report beginning in August 2015, to the HREC as well as a final study report at the completion of the project in the specified format. An annual report is due every year on 30 August.

- The Co-ordinating Investigator will immediately report anything which might warrant review of ethical approval of the project in the specified format, including unforeseen events that might affect continued ethical acceptability of the project and any complaints made by participants regarding the conduct of the project.

- Proposed changes to the research protocol, conduct of the research, or length of approval will be provided to the HREC Executive for review, in the specified format.

- The HREC Executive will be notified, giving reasons, if the project is discontinued before the expected date of completion.

- Investigators holding an academic appointment (including conjoint appointments) and students undertaking a project as part of a university course are advised to contact the relevant university HREC regarding any additional requirements for the project.

Should you have any queries about your project please contact the Research Office, ph: 9926 4590, email NSLHD-Research@health.nsw.gov.au.

Please quote NSLHD reference RESP/13/311 in all correspondence.

The HREC wishes you every success in your research.

Yours sincerely,

Ellie Pratt
Research Ethics Manager
NORTHERN SYDNEY LOCAL HEALTH DISTRICT

TRIM: RESQ/15/130