

REGULATION

HEALTH SCIENCES RESEARCH UNIT: NURSING

(UICISA: E)

1. DESCRIPTION AND NATURE

The Health Sciences Research Unit: Nursing, hereinafter referred to as UICISA: E, is a Differentiated Unit of the Nursing School of Coimbra (Dispatch no. 50/2008), accredited by the Foundation for Science and Technology, which pursues specific objectives and contributes to the mission of the ESEnFC and involved institutions and of reception of UICISA: E extension clusters.

2. MISSION

UICISA: E aims to develop research and development (R&D) activities at an interdisciplinary and international level with the purpose of providing a sustainable and socially responsible response to complex problems related to health promotion, disease prevention, and care delivery to sick, disabled, or end-of-life patients.

UICISA: E means to claim its place as a research center of excellence, internationally accredited, demonstrating the importance of research carried out specifically in the nursing field towards innovation and gains in health. With its differentiated role and recognized merit in Portugal, UICISA: E maintains a continuous work of cooperation between researchers and partnerships with national and international research centers of excellence.

3. Guiding Principles

Researchers' team: UICISA: E is composed of integrated Ph.D. researchers, integrated not Ph.D. researchers, and collaborators researchers. The team is validated yearly with the knowledge of the FCT.. The composition of UICISA: E integrated doctors' team is regulated by specific criteria validated by the Scientific Council and described in the Researcher's Guide.

All researchers of the team are registered in UICISA: E and the FCT, with the updated respective Curriculum Vitae, indicated by the FCT, and ORCID iD.

Research Projects Organization and Management: UICISA: E presents a consistent and rigorous model of research organization in Groups/Structuring Projects/Associated Studies. It consists of a network solidarity organization that allows increasing effectiveness, efficiency and sustainability of research. The project creation and integration processes in groups are regulated through several criteria, approved by the Scientific Board. Since 2014, by recommendation of the external evaluation panel, the 3 groups organize their research, planning and reporting activities, in a supportive fashion, acting as a consistent unit.

Scientific rigor: The research projects registered in UICISA: E shall be assessed by Referees, in order to safeguard the scientificity, usefulness and impact principles. The associated studies shall be mainly composed of funded competitive projects.

Equity: UICISA: E supports the research activities of its members, while safeguarding the principle of equity, which depends on the projects' size and quality, their productivity, accuracy and regularity of activity reports and compliance to the UICISA: E as regards the commitments stated in the rules and regulations.

Funding programs: UICISA: E encourages the teams to submit their projects to funding tenders provided regularly by the FCT and other institutions, as the funding of projects is an excellence indicator. The principal researcher for each funded project must be given the conditions required to scientifically and financially manage the project, in order to meet the envisaged productivity indicators, to carry out the reports required by the funding entities and to present them with rigor before the audits.

Dissemination and image: UICISA: E extends its brand through internationalization activities, technical resources for dissemination, presence in scientific spaces, exhibitions and free-access webpage on <http://www.esenfc.pt/pt/uicisa/>

4. OBJECTIVES

UICISA: E aims to:

- a) Develop research in priority health topics that generate relevant scientific contributions to the advancement of knowledge and to achieve high-value health care;

- b) Develop experimental and applied research in health care technologies for the creation of medical devices/technical procedures;
- c) Carry out R&D activities for the synthesis and implementation of the best available evidence, that promote evidence-informed nursing care;
- d) Train researchers, from research initiation to advanced research, by developing scientific research activities, leading interdisciplinary research programs, and producing, communicating, synthesizing and applying scientific knowledge.

5. RESEARCH ORGANIZATION

UICISA: E develops R&D activities through an integrated action model based on three fundamental pillars: firstly, the team's strength, resulting in the solidary joint action of 3 research groups (Health Professionals Development and Health Education; Well-being, Health and Illness; Health Systems and Organizations). The 3 groups, each coordinated by a Coordinator, consider and discuss their specialized interest foci, however, all research action is managed by the group as a whole, and thus, the team acts as a coherent unit, while sharing their skill mix capital. Secondly, the structuring projects registered in UICISA: E focus on R&D activities related to the following priority health topics: *Violence in Society and Institutions; Health Education and Literacy; Pain Management; Innovation in Nursing Care Technology; Active Aging; Health Professionals' Development and Training ; Wound Care; Methodologies of Differentiated (Complex) Nursing Care; Patient Safety and Care Effectiveness; and Health Transitions and Self-Care*. Thirdly, the sustained development of structuring projects is reinforced by a cross-cutting combination of specific measures, and specialized resources and technics, the so-called Development Strategic Axes (EED, which are: *Researchers' Training; Science Synthesis and Implementation; Experimental and Applied Research in Health Care Technologies; Edition and Dissemination of Scientific Knowledge; Ethics; Extension and Society Engagement; International Collaboration; and Optimization of UICISA: E Cross-Cutting Model*.

All procedures for the establishment of Structuring Projects (PE) within the groups, establishment of the associated studies' network, or establishment of the team are properly described in the Researcher's Guide.

The Principal Investigator (PI) of the project is its ultimate guardian, and must be registered as a UICISA: E researcher and possess scientific curriculum recognized by the Unit's Scientific Committee. The non-observance of norms and commitments to the UICISA: E reports or the lack of productivity must be assessed by the Scientific

Committee, which decides on their continuity in the Unit's plan of activities. Any amendment to the establishment of teams or change in the projects network must always be approved by the Coordination of UICISA: E, as stated in the Researcher's Guide.

6. BODIES: COMPOSITION AND POWERS

The managing organs are: Scientific Coordinator; Scientific Committee; Scientific Board; Administrative Committee; and External Advisory Board -(EAB).

6.1. SCIENTIFIC COORDINATOR

UICISA: E is a Differentiated Unit in accordance with the provisions stated in the Statutes of the Nursing School of Coimbra, Section IV - Differentiated units, Article 69, published in Diário da República, 2nd series - No. 185 - 24 September 2008.

In addition to the duties described by Article 69 of the Statutes of ESEnFC, the Scientific Coordinator assumes all the responsibilities defined and regulated by the Foundation for Science and Technology related with the management of an accredited Research Unit.

6.2. SCIENTIFIC COMMITTEE

The Scientific Committee is composed of the Scientific Coordinator of UICISA: E (who acts as president and is ultimately responsible for the Unit's scientific management), the Clusters' Coordinators, the Groups' Coordinators, and two researchers chosen by the Scientific Board of UICISA: E.

The duties of the Scientific Committee are:

- a) To analyze all the issues related with the team and the R&D activities presented by the coordinator of UICISA: E, taking into account the R&D policy of UICISA: E;
- b) To analyze and define the priority research topics of UICISA: E, as well as the development strategic axes, considering the societal challenges, the recommendations of the Board of ESEnFC and the opinion of the Scientific Board of UICISA: E;
- c) To comment on the research projects submitted by the Scientific Coordinator;

- d) To give a binding opinion on the admission and/or exclusion of members;
- e) To give an opinion on the budget to be approved by the Administrative Committee and presented by the coordinator of UICISA: E to the President of the host institution (ESEnFC) and to the FCT;
- f) To propose to the Administrative Commission the operation rules for the usage of infrastructures of common use;
- g) To examine the UICISA: E annual report, based on the data collected and preserved in data base. It is organized by the Unit's Scientific Coordinator and is afterwards submitted to the FCT;
- h) To propose the groups' coordinators;
- i) To propose the composition of the External Advisory Board;
- j) To propose protocols or other forms of cooperation and scientific exchange with similar institutions, both national and foreign;
- k) To propose amendments of this Regulation to the Scientific Board and the host institution (ESEnFC);
- l) To analyze the clusters' activities related to UICISA: E integrated management.

The Scientific Committee will convene every six months and extraordinarily, whenever convoked by the Scientific Coordinator, in person or at a distance. At least once a year there will be a mandatory face-to-face meeting for all members.

6.3. THE SCIENTIFIC BOARD

The Scientific Board operates in scientific plenary.

The Scientific Board is composed of the Scientific Coordinator, the integrated doctoral researchers of UICISA: E, a representative of the collaborator researchers chosen by the Scientific Coordinator and an element of the Administrative Committee designated by it. The Plenary meets twice a year and extraordinarily at the request of the Scientific Coordinator or a group of at least 20% of the doctorates. Meetings may take place through videoconferencing for external researchers.

The duties of the Scientific Board are:

- a) To approve the productivity reports of UICISA: E, presented by its Scientific Coordinator, after being analyzed by the Scientific Committee;
- b) To approve the priority research topics of UICISA: E, as well as the development strategic axes proposed by the Scientific Committee;
- c) To give opinion on scientific matters that are submitted to it;
- d) To approve the activities' plan and to review the accounts' budget;
- e) To propose to the Administrative Committee the operating rules of the usage of infrastructures for common use;
- f) To consider and approve the annual global report of UICISA: E, which is submitted to the FCT, including productivity and financial execution of participating management institutions;
- g) To approve the composition of the External Advisory Board;
- h) To approve protocols or other forms of scientific cooperation and exchange with similar national or foreign institutions;
- i) To approve proposals for amendment of this Regulation.

2) Meetings of the Scientific Board

- a) The convocation is a duty of the Scientific Coordinator, or by application of 20% of its members;
- b) The Plenary of the Scientific Board operates, at the first convocation, with the presence of at least two thirds of its members and, at the second, half an hour later, with any number of members;
- c) The decision-making relating to the aforementioned meetings is carried out by the majority of the present members;
- d) The voting will be secret, whenever at least one quarter of the present requests it deliberately;
- e) In cases of a nominal vote, the vote is secret;

- f) The meetings provided for in this Regulation should be convened at least 48 hours in advance, except those whose purpose is to make the electoral acts, which should be convened at least eight days in advance;
- g) Each Scientific Plenary session shall have a minute drawn up which will include the names of the participants and the taken considerations, adding also the voting declarations signed by their authors. The minute will be available at the UICISA: E secretariat for consultation by interested PhD researchers, for 30 days after the meeting. In case there are no recommendations, it will be numbered and filed, after signature by the writer and the Scientific Coordinator of UICISA: E.

6.4. THE ADMINISTRATIVE COMMITTEE

The Administrative Committee consists of the President of ESEnFC, who acts as president and is the administrative and financial manager of UICISA: E, and the Scientific Coordinator and Vice-Coordinator of UICISA: E. The Administrative Committee is in charge of the Unit's economic and financial management.

6.5. EXTERNAL ADVISORY BOARD

The Committee is composed of five Doctors, including obligatorily 2 foreign researchers. The Committee must examine the functioning of the unit, and for this purpose annual visits to the unit are required, as well as opinion written on the annual activity plan and report and the budget of the unit, which are to be referred to the FCT.

7. THE EXECUTIVE SECRETARIAT OF THE RESEARCH UNIT

The Unit features a permanent Superior Technician, responsible for the Unit's technical and administrative performance. The host institution provides the technical and logistical support this service needs.

8. FUNDING

The Unit relies on the following sources of funding:

- a) Dotations from the Foundation for Science and Technology;

- b) Funding obtained from other public or private entities, either national or foreign;
- c) Contracts and other funding sources (for instance, grants, contributions and other subsidies allocated to the Unit);
- d) Revenues from services provided to the Community;
- e) Budget of funded projects (researchers and involved institutions must promote and support the timely submission strategies and diverse applications for funding);
- f) Donations from the host institution (in accordance with decision of the President).

9. REGULATION OF MEASURES AND RESOURCES RELATED TO THE DEVELOPMENT STRATEGIC AXES - (DSA)

The Development Strategic Axes (DSA) of UICISA: E consolidate its active support of projects' development and R&D activities through its own regulations:

- 9.1.** The Regulation of Research Initiation Rotations (RIR) related to the Young Researcher Window (YRI) for the training of young researchers;
- 9.2.** The Protocol of International Collaboration of ESEnFC and procedures for the development in the UICISA: E Advanced Research (AR) training for foreign researchers;
- 9.3.** The agreement between the Joanna Briggs Institute (JBI) and the Portugal Centre for Evidence Based Practice (PCEBP): A JBI Centre of Excellence for Evidence Synthesis and Implementation;
- 9.4.** The Regulation of operations of TecCare for applied and experimental research in health care technologies;
- 9.5.** The editorial rules and standards of the Journal of Nursing *Referência* and the monographic works for the dissemination of scientific knowledge;
- 9.6.** The Regulation of the Ethics Committee and regulators' principles of UICISA: E R&D activities.

10. INVOLVED INSTITUTIONS AND CLUSTERS OF UICISA: E

The current team of UICISA: E is even more differentiated and qualified to ensure the excellence of its R&D activities with researchers from different institutions.

UICISA: E, according to its development policy, may establish clusters in other higher education and care delivery institutions, separate from the host institution. The clusters are not autonomous entities, as they serve only as a strategy for local organization of researchers, and should comply with all the standards, rules and procedures of the integrated management model of UICISA: E. The creation of clusters in participating Institutions should fulfill the following criteria: The Institution must have at least 5 integrated PhD researchers in the UICISA: E; must have conditions and resources required to develop and promote research in accordance with the Unit's objectives; and researchers must accept the regulated rights and duties and the commitment with the Unit's development strategy. Each cluster has a representative on the Unit's Scientific Committee.

- a) Eligible to be clusters of UICISA: E are differentiated and organic research units of Higher Education Institutions and National Health Care Delivery Institutions;
- b) The integration as a UICISA: E cluster requires the implementation of collaboration protocol between ESEnC and the interested institution;
- c) The project of integration as a UICISA: E cluster shall be approved by the Unit's Scientific Board, by a majority vote of the present members, which must be homologated by the President of ESEnC;
- d) The clusters are a functional extension of UICISA: E and assume the designation of the Higher Education Institution that hosts them (UICISA: E cluster in the host institution) and have autonomous administration and management of their own produced revenue, without prejudice to the set out regulatory principles;
- e) The application of UICISA: E for evaluation for the period 2015-2020 integrated the cluster of UICISA: E/ESEnC in the School of Nursing of the University of Minho. In 2018, 4 new clusters are created: UICISA: E/ESEnC in UICISA: E/ESEnC in the Health School of the Polytechnic Institute of Viseu; UICISA:

E/ESEnC in the School of Health of the Polytechnic Institute of Viana do Castelo; UICISA: E/ESEnC in the School of Health of the Polytechnic Institute of Bragança; UICISA: E/ESEnC in the Coimbra Hospital and University Center (integrated in the Coimbra Clinical Academic Center). This ecosystem will provide the UICISA: E team with multiple opportunities for the development of strong R&D activities, particularly within the scope of experimental research and evidence implementation, based on the experience of clinical researchers of the Hospital and University Institution;

- f) The researchers and coordinators of the clusters comply with all the procedures and commitments set out by the Regulation of the UICISA: E in terms of objectives, research organization, scientific coordination, productivity records, reports and development plans.

11. FINAL PROVISIONS

- a) The regulatory proposals approved in meetings of the Scientific Board are an integral part of this Regulation;
- b) The issues related to the Unit's operation which are not provided for by this Regulation shall be settled by the Scientific Coordinator and President of the Administrative Committee;
- c) The scientific-research-related issues which are not provided for in this Regulation shall be settled by the President of ESEnC and the Unit's Scientific Coordinator.