2021

**Education reporting tool: Spend more time educating and less time tracking**

Carla Pinkston  
*Washington University School of Medicine in St. Louis*

Niki Bridges  
*Washington University School of Medicine in St. Louis*

Sarah Fowler-Dixon  
*Washington University School of Medicine in St. Louis*

Jeanne Velders  
*Washington University School of Medicine in St. Louis*

Follow this and additional works at: [https://digitalcommons.wustl.edu/hrpopubs](https://digitalcommons.wustl.edu/hrpopubs)

**Recommended Citation**
Pinkston, Carla; Bridges, Niki; Fowler-Dixon, Sarah; and Velders, Jeanne, "Education reporting tool: Spend more time educating and less time tracking" (2021). *HRPO Publications*. Paper 10. https://digitalcommons.wustl.edu/hrpopubs/10

This Other is brought to you for free and open access by the Human Research Protection Office at Digital Commons@Becker. It has been accepted for inclusion in HRPO Publications by an authorized administrator of Digital Commons@Becker. For more information, please contact vanam@wustl.edu.
Problem:
Collecting/tracking educational activity data can be time consuming and frustrating if compiling data using Word document templates or spreadsheets. With these applications, only one person can access/edit the data at a time and they are not capable of running quick/accurate reports.

Program Description:
Human Research Protection Programs (HRPPs) participate in educational activities (meetings, consultations, calls) with researchers addressing IRB issues. Tracking such data is essential for analyzing and reporting these collaboration efforts to the institution and researchers. The Education Activity Reporting (EAR) system is an effective tool which allows HRPPs to “spend more time educating and less time tracking.”

Limitation:
Clear reporting expectations need to be established/enforced by management. Reminder emails may be necessary to ensure 100% reporting. On a positive note, the “Activity Count” report detects non-reporters with a click of a button. No need to manually track. Reports make monitoring quick/easy and results in an error-free report in minutes.

Solution:
EAR allows staff to quickly enter activities simultaneously and run reports within minutes.

Education Activity Reporting System Process:
- Staff enters own education into Education Activity Reporting (EAR) system
- Coordinator spends <20 min on month-end data clean up
- Accurate reports immediately available
- > 20 minutes to manage data

Program Assessment:
- Easy-to-use, customizable, cost-effective* Microsoft Access database developed by HRPP executive support staff
- Greatly improves data collection and quality of data by using drop down menus and customized event categories
- Pilot group comprised of HRPP staff with a wide range of computer skills tested and fine-tuned system logistics
- Shorter timeframe reporting data to institutional officials and other stakeholders
- Staff can now focus on educational activities rather than entering data
- Stored on institutional shared drive allowing usage remotely or in the office
- Multiple users can view and work on the most up-to-date data simultaneously
- No unexpected outages or errors due to a user limit or database size
- Ideal for all size institutions regardless of staffing and/or resources
- Well received by staff due to the ease of use

Education Reporting Tool:
Spend More Time Educating and Less Time Tracking
Carla Pinkston, AA; Niki Bridges, MA; Sarah Fowler-Dixon, PhD, CIP; Jeanne Velders, JD, RN, CIP

Solution:
EAR allows staff to quickly enter activities simultaneously and run reports within minutes.

Previous Process:
50% of an FTE to manage data
- Staff submits own education via Word template
- Coordinator enters data onto Excel spreadsheet
- Coordinator spends several weeks on month-end data clean up
- Report available but inconsistent

Inconsistent data after month-end cleaning
- 0% accuracy

Education Activity Reporting System Process:
- Staff enters own education into Education Activity Reporting (EAR) system
- Coordinator spends <20 min on month-end data clean up
- Accurate reports immediately available
- 100% accuracy after data cleaning

Report Entry Form:
- Reporter Last Name
- Date
- NO EVENTS TO REPORT THIS MONTH
- Dept or Institution you interacted with
- Event Category
- Event Type
- Event
- Est # of Attendees
- Sign-in Sheet Location
- Report available but inconsistent

Reports Main Menu:
- Reporter Activity
- Type/Category Activity
- Dept/Inst Activity
- Activity Count
- Chancellor Report

Report Example (showing Category & Type drop down choice options):

<table>
<thead>
<tr>
<th>Date</th>
<th>No Activities</th>
<th>Reporter</th>
<th>Dept/Inst</th>
<th>Event Category</th>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6/2021</td>
<td>2</td>
<td>Hann</td>
<td>FDA</td>
<td>Community Ed</td>
<td>Conversations with non-WU entities</td>
</tr>
<tr>
<td>1/12/2021</td>
<td>1</td>
<td>King</td>
<td>PRIM&amp;R</td>
<td>Educational Session (offered outside WU)</td>
<td>Conference</td>
</tr>
<tr>
<td>2/2/2022</td>
<td>1</td>
<td>James</td>
<td>Pulmonary</td>
<td>HRPP-Sponsored Education</td>
<td>PI and Research Team Education</td>
</tr>
<tr>
<td>2/23/2022</td>
<td>1</td>
<td>King</td>
<td>Multiple</td>
<td>IRB Member Education</td>
<td>IRB New Member Training</td>
</tr>
<tr>
<td>7/2021</td>
<td>x</td>
<td>Jackson</td>
<td>Cardiology</td>
<td>WU Educational Session (not HRPP-sponsored)</td>
<td>Presentation</td>
</tr>
<tr>
<td>11/2021</td>
<td>x</td>
<td>Smith</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/2021</td>
<td>x</td>
<td>Flewell</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/2021</td>
<td>x</td>
<td>Monks</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Cost-Effective:
Microsoft Access is available for under $200 only required for developer