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

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Education Reporting Tool: Spend More Time Educating and Less Time Tracking

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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.”

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.

Solution:

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

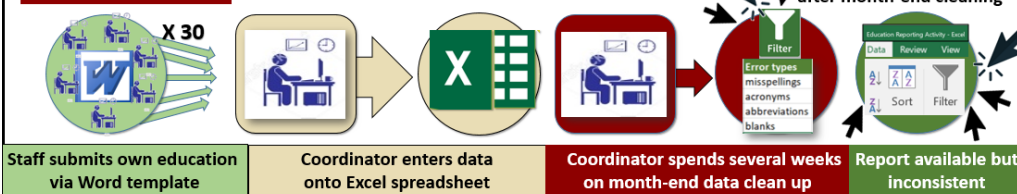
Program Assessment:

- 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

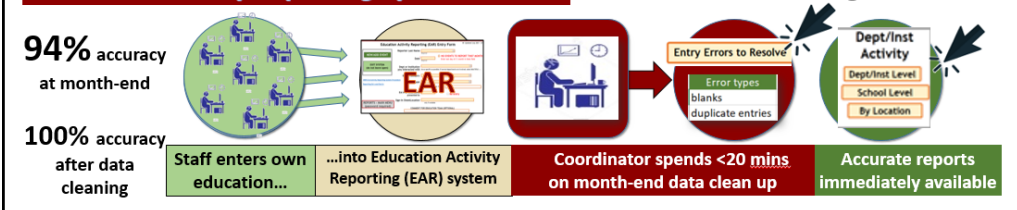
Reporting Entry Form

Reports Main Menu

Previous Process 50% of an FTE to manage data



Education Activity Reporting System Process > 20 minutes to manage data



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.

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

Date	No Activities	Reporter	Dept/Inst	Event Category	Event Type
1/6/2021		Hann	FDA	Community Education	Conversations with non-WU entities
1/12/2021		King	PRIM&R	Educational Session (offered outside WU)	Conference
1/22/2021		James	Pulmonary	HRPP-Sponsored Education	PI and Research Team Education
1/23/2021		King	Multiple	IRB Member Education	IRB New Member Training
1/27/2021		Jackson	Cardiology	WU Educational Session (not HRPP-sponsored)	Presentation
1/31/2021	x	Smith			
1/31/2021	x	Rozell			
1/31/2021	x	Hanks			

* **Cost-Effective**

Microsoft Access
Is available for under

\$200

only required for
developer