

M88 AHR 508 01
Project Management in Clinical and Community Settings
Spring 2019 Syllabus
Wednesday 4:30-7 pm
CRTC Classroom, 2nd Floor, Wohl Clinic

Instructors

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Office hours by appointment

Course Description

This course will provide an overview of project management in health and community settings, including a review of ethics, data collection and management. Students will develop skills for managing and coordinating all aspects of research and program evaluation projects, including recruitment and retention of participants, developing and maintaining various databases for study/program tracking and analysis, managing a project team, and using basic statistical tools for project reporting. Successful completion of this course will enable students to better manage health-related studies and programs.

Course Objectives

Upon course completion, students will be able to:

1. Apply their knowledge of the ethical principles of human subjects research in developing protocols, completing Institutional Review Board (IRB) documents, and developing other study-related materials for participant recruitment, retention, and data collection.
2. Identify obstacles to recruitment and retention of study participants and develop ways to improve recruitment and retention.
3. Develop tracking databases and to manage all data files containing information about research participants in ways that maintain participant confidentiality.
4. Conduct analyses to provide descriptive statistics for participant enrollment tables included in progress reports.
5. Prepare components of a protocol.
6. Program online survey questionnaires.

Course Materials

We will have assigned readings, including a required course textbook, *Practical Research, Planning and Design*, 12th Edition, by Paul D. Leedy and Jeanne Ellis Ormrod (2018).

Additional readings can be found on the course schedule and pdf's will be made available throughout the course. **ADDITIONAL READINGS NOT INCLUDED IN THE SYLLABUS WILL BE ASSIGNED THROUGHOUT THE SEMESTER.** It is the responsibility of each student to come to class prepared to discuss the readings.

Students are expected to have purchased IBM SPSS Statistics Base GradPack 25 software, available at <http://www.onthehub.com/spss/>. Cost will be \$42.99. Laptop use of SPSS, Microsoft Excel, Word, and Access will be expected throughout the course.

Course Attendance

Students are expected to attend and participate in all scheduled classes. More than two class absences will result in final grade deduction of one letter grade. Please contact either instructor if you have any scheduling conflicts and will need to be absent from class.

Course Evaluation

Students will be evaluated as follows:

1. Class participation, 50 points
2. Protocol Assignment, 200 points
3. Other Assignments, 50 points

Grading Scale:

90% - 100% = A

80% - 89% = B

70% - 79% = C

Class Participation

Students are expected to come to each class prepared to discuss assigned readings. Students will be expected to submit via Canvas one (1) question related to each week's assigned readings to elicit group discussion about the readings for that week. Questions need to be submitted to Canvas by 4:30 pm the Monday before class. Each week will include a discussion of the readings with a student's question.

Class participation also requires giving the Instructors and Guest Lecturers your full attention. We ask that you do not use laptops, tablets, or cell phones during class unless you are taking notes or working on assignments for this course (as time is allotted for that purpose). Take only emergency phone calls after stepping out of the classroom. Completing work related to your job or other courses, answering texts or emails, or browsing the internet during class is rude and will count against your class participation.

Students who do not meet these expectations will receive point deductions for class participation.

Assignments

In addition to submitting questions via Canvas to elicit group discussion, students will receive assignments to be turned in and graded. Assignments are related to Project and Study Management and are part of in-class activities as well as take-home assignments. Students will receive a grading rubric for each assignment. Students are expected to complete all homework assignments and turn in assignments via Canvas on or before the assignment's due date. Instructor feedback will be provided on graded assignments. **Assignments turned in late will result in grade reductions.**

Protocol Assignment (TOTAL: 200 Points) Throughout the semester, students will be asked to put together pieces the component protocol, including a finalized complete protocol and a brief presentation at the end of the semester. The components of the protocol include:

- *Consent Form (10 points):* Students will draft a consent form using Washington University's School of Medicine template, which is based on the Human Research and Protection Office

(HRPO) *myIRB* online forms. Students will use appropriate language and include necessary information for informed consent.

- *Recruitment Materials (10 points)*: Students will draft a recruitment letter and flyer using templates based on HRPO's online forms. These recruitment materials will include necessary information to give potential participants an idea about the study/program as well as necessary information regarding eligibility and how to participate if interested.
- *Recruitment/Consent Procedures (10 points)*: Students will draft a recruitment/consent methodology that would be included in a study protocol. Methods would include, but are not limited to; a detailed account of recruitment strategies, involved partners, backup strategies and inclusion/exclusion criteria.
- *Data Tracking Checklist (10 points)*: Students will be draft a "checklist" for essential elements to track when identifying and trying to enroll study/program participants.
- *Data Monitoring and Evaluation Plan (10 points)*: Students will draft an overview of how data involving study procedures will be monitored, including what data will be used in the evaluation of study procedures and/or quality control processes.
- *Background (10 points)*: Students will conduct a literature review to develop a one-page background of the health topic and target population of interest, including a reference list.
- *Data Collection Procedures (10 points)*: Students will detail the methodology of data will be collected (paper surveys, online polls, blood draws, etc.), entered, accessed and protected, as well as enter in a sample survey section into Qualtrics.
- *Data Management Procedures (10 points)*: Students will detail how they will store and maintain their study data, as well as a brief overview of how incomplete, missing or invalid data will be handled.
- *Final Presentation (20 points)*: On the final day, students will be asked to present a 10 minute overview of their proposed study.
- *Final Protocol (100 points)*: Students will be asked to put together a final protocol based on a provided template on Canvas, using the component assignments listed above and knowledge gained through class participation.

Other Assignments (TOTAL: 50 Points)

- *Abstract (25 points)*: Students will be provided data and background information and will be asked to write a 300 word abstract that includes the following sections; background, methods, results and conclusions.
- *Data Analysis Assignment (25 points)*: Students will be provided a dataset and asked to complete a list of assigned tasks using descriptive statistics and basic analytic statistics (e.g., chi-square, ANOVA, etc.).

Accommodations based upon sexual assault:

The University is committed to offering reasonable academic accommodations to students who are victims of sexual assault. Students are eligible for accommodation regardless of whether they seek criminal or disciplinary action. Depending on the specific nature of the allegation, such measures may include but are not limited to: implementation of a no-contact order, course/classroom assignment changes, and other academic support services and accommodations. If you need to request such accommodations, please direct your request to one of following resources: Dr. Karen Winters, MD, Director of Student Health Service; [Dr. Gladys Smith, PhD](#), Sexual Violence Prevention Therapist and Licensed Psychologist, or [Kim Webb](#), Director of the [Relationship and Sexual Violence Prevention Center at the Danforth Campus](#). These are confidential resources; however, requests for accommodations will be shared with the appropriate University administration and faculty. The University will maintain confidential any accommodations or protective measures provided to an individual student so long as it does not impair the ability to provide such measures.

If a student comes to me to discuss or disclose an instance of sexual assault, sex discrimination, sexual harassment, dating violence, domestic violence or stalking, or if I otherwise observe or become aware of such an allegation, I will keep the information as private as I can, but as a faculty member of Washington University School of Medicine, I am required to immediately report it to an Office of Education Dean or directly to Ms. Jessica Kennedy, the University's Title IX Director. If you would like to speak directly with [Ms. Kennedy](#), she can be reached at [\(314\) 935-3118](#), or by visiting the [Title IX office](#) in Umrath Hall on Danforth Campus. Additionally, you can report incidents or complaints to the Office of Student Affairs or by contacting WUSM Protective Services 314-362-4357 or your local law enforcement agency.

You can also speak confidentially and learn more about available resources by contacting [Dr. Gladys Smith, PhD](#), Sexual Violence Prevention Therapist and Licensed Psychologist at the Medical Campus, (314) 362-2404, or contacting the Relationship and Sexual Violence Prevention Center located on the 4th floor of Seigle Hall on Danforth Campus, [\(314\) 935-3445](#).

For further Resources, see: wusmhealth.wustl.edu/students/victims-sexual-assault-abuse/resources-2/

Bias Reporting:

The University has a process through which students, faculty, staff and community members who have experienced or witnessed incidents of bias, prejudice or discrimination against a student can report their experiences to the University's Bias Report and Support System (BRSS) team.

See: diversityinclusion.wustl.edu/brss/. To report mistreatment or offensive behavior in the MD program, please report via the following pathways:

- [CANVAS](#) (the Learning Management System) utilizing the direct link from the *Student Commons < Mistreatment, Offensive Behavior, and Bias Reporting*
- Directly contacting any of the following individuals:
 - Senior Associate Dean for Education
 - Associate Dean for Student Affairs
 - Associate Dean for Medical Student Education
 - Student Ombudsperson (as another confidential resource)

Mental Health:

Mental Health Services' professional staff members work with students to resolve personal and interpersonal difficulties, many of which can affect the academic experience. These include conflicts

with or worry about friends or family, concerns about eating or drinking patterns, and feelings of anxiety and depression.

See: shs.wustl.edu/MentalHealth

On the Medical Campus:

Office of the Associate Vice Chancellor for Diversity, Equity and Inclusion (DEI)

The **DEI Training Team** designs, facilitates and leads diversity education programming for faculty, staff and students on a wide range of topics including: creating a climate of respect, the value of diversity and the role of biases in our day-to-day lives.

diversity.med.wustl.edu/training/

The **Office of Diversity Programs** promotes diversity among and prepares medical students to lead in a global society. A priority for the Office of Diversity Programs is to cultivate and foster a supportive campus climate for students of all backgrounds, cultures and identities.

mddiversity.wustl.edu/

The **Diversity and Inclusion Student Council** promotes an inclusive campus environment for all School of Medicine students.

sites.wustl.edu/disc/

The **Office for International Students and Scholars** embraces the university's mission of welcoming promising students from around the world.

wumma.wustl.edu/

Relationship & Sexual Violence Prevention Center
STUDENT AFFAIRS AT WASHINGTON UNIVERSITY

YOU CAN TALK WITH US

Support and Reporting Options for Sexual Harassment, Sexual Violence, Dating Violence, Domestic Violence, and Stalking

What happens if I speak with a confidential or non-confidential support resource?

Confidential individuals can offer support and options without a responsibility to report. Non-confidential individuals can offer support and options, and have a responsibility to report information to the Title IX Coordinator. The Title IX Coordinator offers support and resources and gathers information to determine next steps if necessary.

INTERNAL WASHU RESOURCES

Would you like to speak with someone directly?

NO

ANONYMOUS REPORTING FORM
rsvcenter.wustl.edu/report-form

YES

Would you prefer to

Speak with a Confidential Support Resource

- **KIM WEBB**
Director of the Relationship and Sexual Violence Prevention Center
(314) 935-8761
- **JEN DURHAM AUSTIN**
Support Services Counselor, RSV Center
(314) 935-8457
- **GLADYS SMITH**
Sexual Violence Prevention Therapist and Licensed Psychologist, WashU School of Medicine
(314) 362-2404
- **MED/MENTAL HEALTH SERVICES**
(314) 935-6666
(314) 935-6695
- **WUSM STUDENT HEALTH SERVICES**
(314) 362-3523
- **S.A.R.A.H**
Sexual Assault and Rape Anonymous Helpline for undergraduate and graduate students
(314) 935-6080
- **UNCLE JOE'S**
Peer counseling for undergraduate students
(314) 935-5099

Speak with a Non-Confidential Support Resource

- **RCDs**
Serving undergraduate residential colleges and communities
- **RAs**
Serving undergraduate residential colleges and communities
- **TRAVIS TUCKER**
Assistant Director for LGBTQIA Involvement (Campus Life)
(314) 935-9029
- **KATHY STEINER-LANG**
Director, Office for International Student and Scholars
(314) 935-5930
- **PURVI PATEL**
Assistant Director, Center for Diversity and Inclusion (Coordinates the Bias Report and Support System)
(314) 935-9255

File a report

- **UNIVERSITY**
Jessica Kennedy
Director, Title IX Office & Title IX Coordinator
(314) 935-3118
- **ON DANFORTH CAMPUS, WUPD**
(314) 935-5555
- **ON MEDICAL CAMPUS, WUSM PROTECTIVE SERVICES**
(314) 362-4357
- **OFF CAMPUS, POLICE**
911

EXTERNAL OFF-CAMPUS RESOURCES

- **YWCA WOMEN'S RESOURCE CENTER**
(314) 533-7273
- **SAFE CONNECTIONS**
(314) 533-2003
- **TRANSLIFELINE**
(877) 565-8860
- **METRO TRANS UMBRELLA GROUP**
(314) 279-2155

BLUE: Confidential Support Resource **YELLOW:** Non-confidential Resource

Learn more about the University's resources, policies, and reporting procedures at RsvCenter.Wustl.Edu

IF YOU YOU NEED IMMEDIATE MEDICAL CARE OR FEAR FOR YOUR SAFETY:

BARNES/JEWISH HOSPITAL: (314) 362-9123
ST. MARY'S HEALTH CENTER: (314) 768-8360
POLICE ON DANFORTH CAMPUS, CALL WUPD: (314) 935-5555
PROTECTIVE SERVICES ON MEDICAL CAMPUS, CALL WUSM: (314) 362-4357
POLICE OFF CAMPUS, CALL: 911

Course Schedule: This syllabus is subject to change at the discretion of the instructors

Date	Topic	Readings assigned for each class week (to be read before each class begins)	Homework assigned at end of each class (Due Date)
1/16/19 Week 1	<ul style="list-style-type: none"> • Class overview • Institutional Review Boards (IRB's) • Ethics • Planning/Protocols <p>GUEST SPEAKER: SARAH FOWLER-DIXON WUSTL IRB</p>	<ul style="list-style-type: none"> • Leedy Chapter 1 	<ul style="list-style-type: none"> • Development of research objective and target population
1/23/19 Week 2	<ul style="list-style-type: none"> • Planning/Protocols • Consent • Participant Recruitment • Retention/Attrition 	<ul style="list-style-type: none"> • Leedy Chapter 4 	<ul style="list-style-type: none"> • PROTOCOL: Consent Form (2/6)
1/30/19 Week 3	<ul style="list-style-type: none"> • Participant Recruitment • Health Literacy • Social Media <p>GUEST SPEAKER: CATINA O'LEARY HEALTH LITERACY MISSOURI</p>		<ul style="list-style-type: none"> • PROTOCOL: Recruitment Materials (2/13)
2/6/19 Week 4	<ul style="list-style-type: none"> • Community-Based Participatory Research • Working with Partners <p>GUEST SPEAKER: TBD</p>		<ul style="list-style-type: none"> • PROTOCOL: Recruitment and Consent procedures (2/20)

Date	Topic	Readings assigned for each class week (to be read before each class begins)	Homework assigned at end of each class (DUE DATE)
2/13/19 Week 5	<ul style="list-style-type: none"> • Managing a Team • Conflict Management • Human Resources <p>GUEST SPEAKER: TBD</p>		
2/20/19 Week 6	<ul style="list-style-type: none"> • Data Tracking • Documentation • Project Monitoring 		<ul style="list-style-type: none"> • PROTOCOL: Data Checklist/Forms (3/6)
2/27/19 Week 7	<ul style="list-style-type: none"> • Quality Control • Auditing • Project Evaluation 		<ul style="list-style-type: none"> • PROTOCOL: Data Monitoring and Evaluation Plan (3/20)
3/6/19 Week 8	<ul style="list-style-type: none"> • Quality Improvement • LEAN Process Improvement <p>GUEST SPEAKER: TBD</p>		
3/13/19 Week 9	SPRING BREAK NO CLASS		
3/20/19 Week 10	<ul style="list-style-type: none"> • Literature Reviews • Citation Management • Building a Background <p>GUEST SPEAKER: LAUREN YAEGER WUSTL LIBRARY</p>	<ul style="list-style-type: none"> • Leedy Chapter 2 and 3 	<ul style="list-style-type: none"> • PROTOCOL: Background (4/3)

Date	Topic	Readings assigned for each class week (to be read before each class begins)	Homework assigned at end of each class (DUE DATE)
3/27/19 Week 11	<ul style="list-style-type: none"> • Peer Review • Report/Manuscript Writing • Abstract/Poster Development GUEST SPEAKER: SANDRA MATTEUCCI ENGINEERING COMMUNICATION CENTER	<ul style="list-style-type: none"> • Leedy Chapter 13 	<ul style="list-style-type: none"> • ABSTRACT Assignment (4/10)
4/3/19 Week 12	<ul style="list-style-type: none"> • Data Collection • Survey Development • Data Entry 	<ul style="list-style-type: none"> • Leedy Chapter 6 	<ul style="list-style-type: none"> • PROTOCOL: Data Collection procedures (4/17)
4/10/19 Week 13	<ul style="list-style-type: none"> • Data Collection • Survey Development • Data Entry GUEST SPEAKER: EPIC INSTRUCTOR		<ul style="list-style-type: none"> • PROTOCOL: Data Management procedures (4/24)
4/17/19 Week 14	<ul style="list-style-type: none"> • Data Management • Cleaning/Missing Data GUEST SPEAKER: TBD	<ul style="list-style-type: none"> • Leedy Chapter 11 • Leedy Appendix A and B 	<ul style="list-style-type: none"> • DATA ANALYSIS Assignment (5/1)
4/24/19 Week 15	<ul style="list-style-type: none"> • Data Analysis 	<ul style="list-style-type: none"> • Leedy Chapter 11 • Leedy Appendix A and B 	
5/1/19 Finals	FINAL PRESENTATIONS		FINAL PROTOCOLS DUE (5/1)

