



WINTER 2024 VIRTUAL MINI-CONFERENCE FOR RESEARCH COORDINATORS

**Managing Expectations, Time, and
Boundaries with Communication Tools**

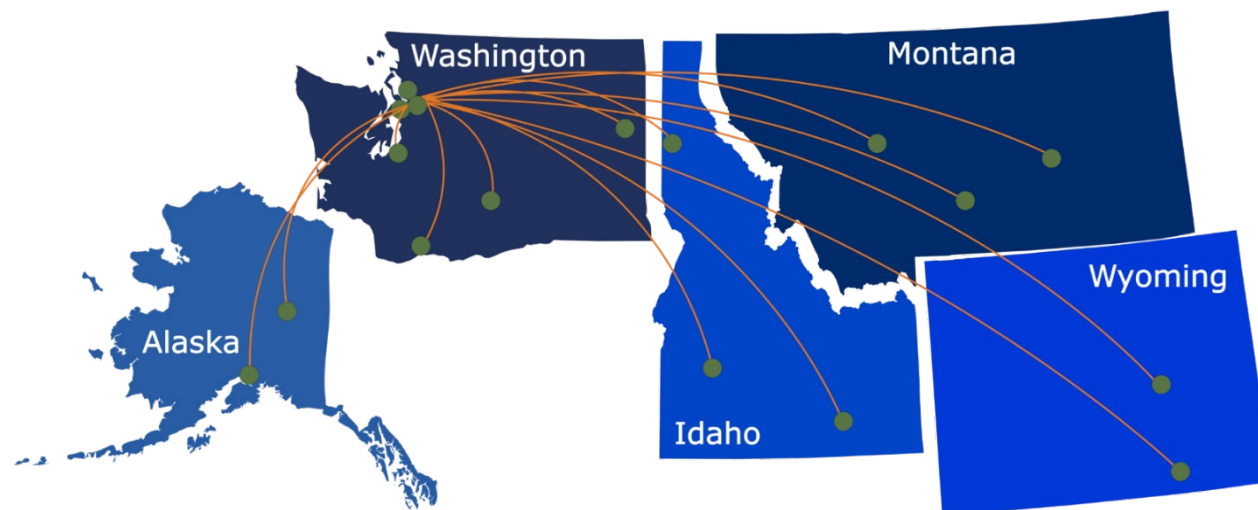
ITHS

Institute of Translational Health Sciences
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Winter 2024 Virtual Mini-Conference for Research Coordinators

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What We Offer:

- 1 Research Support Services:** Members gain access to the different research services, resources, and tools offered by ITHS, including the ITHS Research Navigator.
- 2 Community Engagement:** Members can connect with regional and community based practice networks
- 3 Education & Training:** Members can access a variety of workforce development and mentoring programs and apply for formal training programs.
- 4 Funding:** Members can apply for local and national pilot grants and other funding opportunities. ITHS also offers letters of support for grant submissions.



WINTER 2024 VIRTUAL MINI-CONFERENCE FOR RESEARCH COORDINATORS

AGENDA

Tuesday, February 6, 2024 | 12:00-4:00pm Pacific | Virtual Zoom Event

12-12:10	WELCOME/OVERVIEW	Russell Lackey & Aric Lane
12:10-1:10	KEYNOTE: Manage Expectations, Own Your Boundaries, Protect Your Scope	Kara Cooper
1:10-1:20	BREAK	
1:20-2:20	BREAKOUTS ROUND ONE	
	TOPIC 1A: Have a KNACK for Managing Up?	David Staley
	TOPIC 1B: Pre-Screener 101	Aly Edmondson, Lindsie Boerger & Courtney Howell
	TOPIC 1C: What Really Matters for You and for Us	Evangeline Chang
2:20-2:30	BREAK	
2:30-3:30	BREAKOUTS ROUND TWO	
	TOPIC 2A: Time Management	Jennifer Sprecher
	TOPIC 2B: REDCap in the WWAMI Region	Courtney Howell & Gretchen Kuhn
	TOPIC 2C: What Really Matters for You and for Us	Evangeline Chang
3:30-3:55	FEATURED RESOURCES	
3:55-4:00	CLOSING	Russell Lackey & Aric Lane



VA



U.S. Department of Veterans Affairs
Veterans Health Administration
VA Puget Sound Health Care System

Southcentral
Foundation



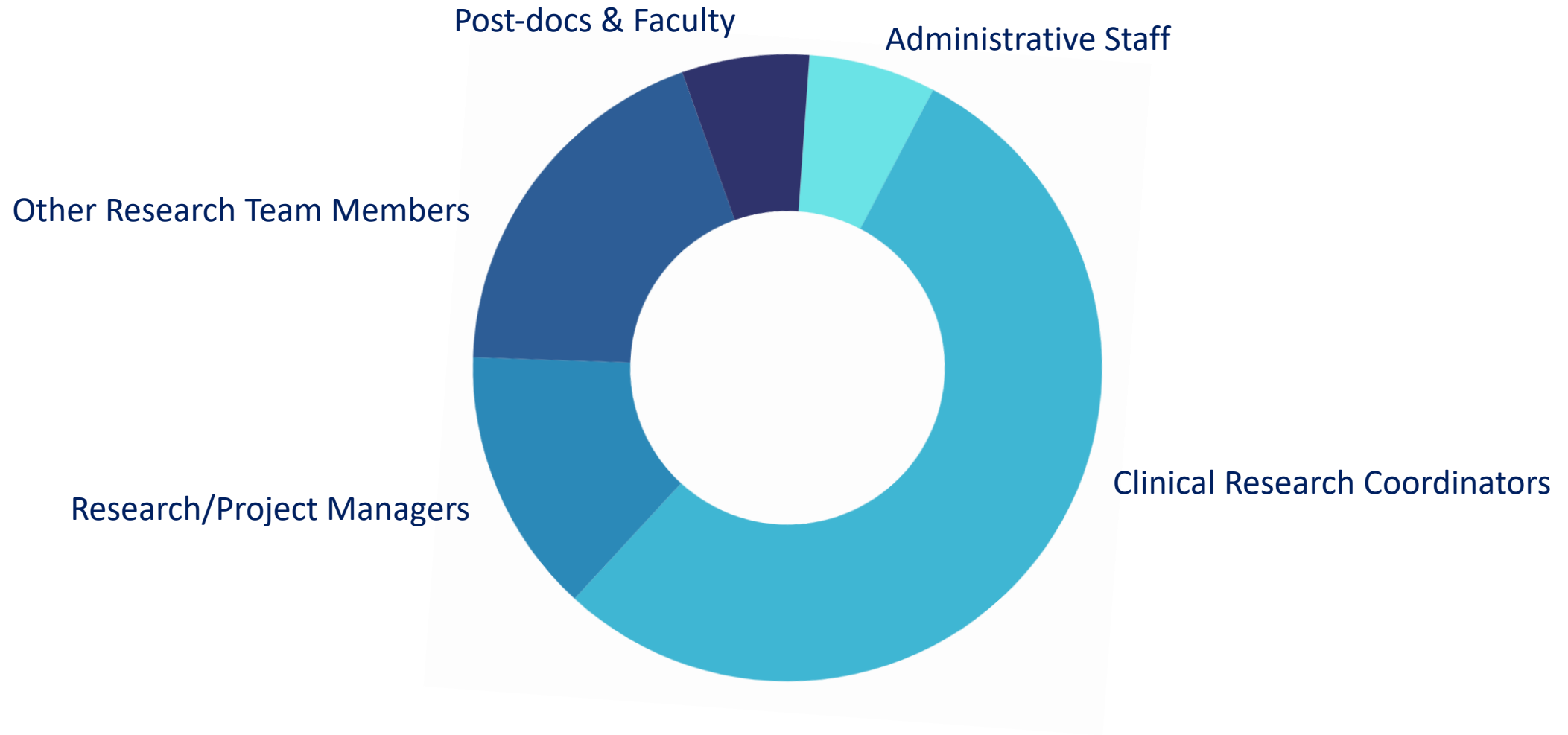
UW Medicine



Who's Here

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Who's Here

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Improving ITHS Education & Training Survey



SAVE THE DATE! NED 2024 In-Person

April 18th, 2024

Seattle, WA

More Information Coming in March!



**KEYNOTE:
MANAGE EXPECTATIONS,
OWN YOUR BOUNDARIES,
PROTECT YOUR SCOPE**

Kara Cooper

Training Manager, Research Integration
Seattle Children's

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BREAK TIME

1:10 PM – 1:20 PM (PACIFIC)





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3:55-4:00	CLOSING	Russell Lackey & Aric Lane

BREAKOUTS ROUND ONE

1:20 PM – 2:20 PM (PACIFIC)

TOPIC 1A: HAVE A KNACK FOR MANAGING UP?

What can, and should, we be doing to shape relationships with research leaders, team members, and investigators? How can we increase the value and chances of engagement and productive outcomes? It starts with having a knack for communicating expectations while understanding and respecting roles and responsibilities.

TOPIC 1B: PRE-SCREENER 101

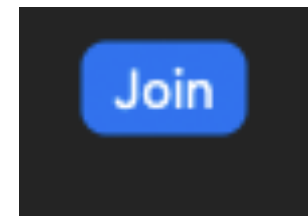
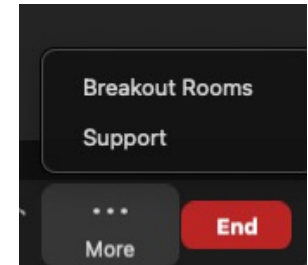
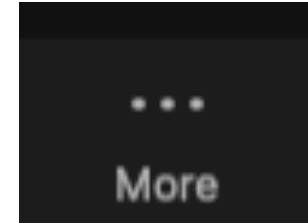
In this workshop, participants will learn what pre-screening is and how using a pre-screening survey for research recruitment can save time and reach more participants. We will share best practices and tips for designing a strong pre-screening survey using REDCap and share the Pre-Screening 101 training link.

TOPIC 1C: WHAT REALLY MATTERS FOR YOU AND FOR US

This breakout session focuses on a discussion amongst research coordinators and encouraging one another's voices regarding their experiences and perspectives for all subjects related. Anonymity is preserved during this unifying experience. Come join us for a positive experience in getting to know one another as research coordinators and as people!

How to Select Your Breakout Session

- Attend the topic you are interested in today
- Locate the list of breakout rooms by selecting “... **More**”
- Select “**Breakout Rooms**” to see the options
- Click “**Join**” next to the topic you have selected to enter the session
- You are encouraged to have your camera on for participation and engagement (Breakout sessions are NOT RECORDED)
- Return to the main room at the end of the breakout session



BREAK TIME

2:20 PM – 2:30 PM (PACIFIC)





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BREAKOUTS ROUND TWO

2:30 PM – 3:30 PM (PACIFIC)

TOPIC 2A: TIME MANAGEMENT*

Ever find yourself wondering where the day went? Wishing there was more time in the day? Feeling that your life is out of balance? Learn how to address key challenges of Prioritizing, Procrastination, Scheduling, Managing interruptions, and dealing with distractions through the application of key time management strategies.

TOPIC 2B: REDCAP IN THE WWAMI REGION

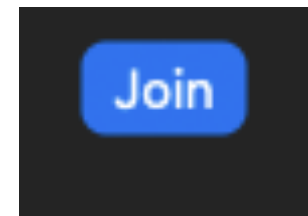
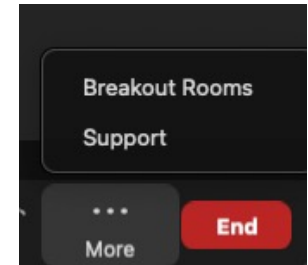
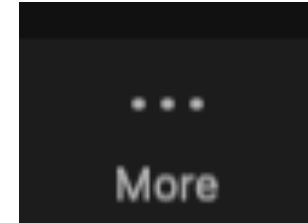
If you are interested in learning how REDCap can be used for cross-institutional collaboration within the WWAMI region, join us for this breakout session led by REDCap experts.

TOPIC 2C: WHAT REALLY MATTERS FOR YOU AND FOR US

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FEATURED RESOURCES

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Questions?



Thank You!

- You for joining us today for these sessions!
- Everyone who gave input and feedback on the content
- Our wonderful presenters:
 - Lindsay Boerger
 - Evangeline Chang
 - Kara Cooper
 - Aly Edmondson
 - Courtney Howell
 - Gretchen Kuhn
 - Jennifer Sprecher
 - David Staley



Event Feedback Survey

Please spend a few moments completing that survey before you move on to the next part of your day.

THANK YOU FOR JOINING US!

**SLIDES, RECORDINGS, AND HANDOUTS
WILL BE POSTED TO EVENT PAGE**

**YOU WILL BE NOTIFIED BY EMAIL
WHEN MATERIALS ARE POSTED**

