

An illustration of a black funnel pouring various mechanical parts like gears, wheels, and bolts into the head of a stylized orange person. The background is divided into three horizontal bands: light green at the top, yellow in the middle, and light blue at the bottom. A faucet is visible on the left side of the blue band.

Introduction to Clinical Research **Boot Camp 2021**

Research Staff

July 19-23
12:00-1:00pm PDT

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MONDAY, JULY 19, 2021
Nicole Summerside &
Jennifer Sprecher

Increase Study Success
Through Integration of Team
Science Competencies

Learning Objectives

- Understand what drives effective & efficient teams
- Learn strategies to start your team on the right path
- Identify resources to meet your team's needs

Team Features



Goals



Process



Roles



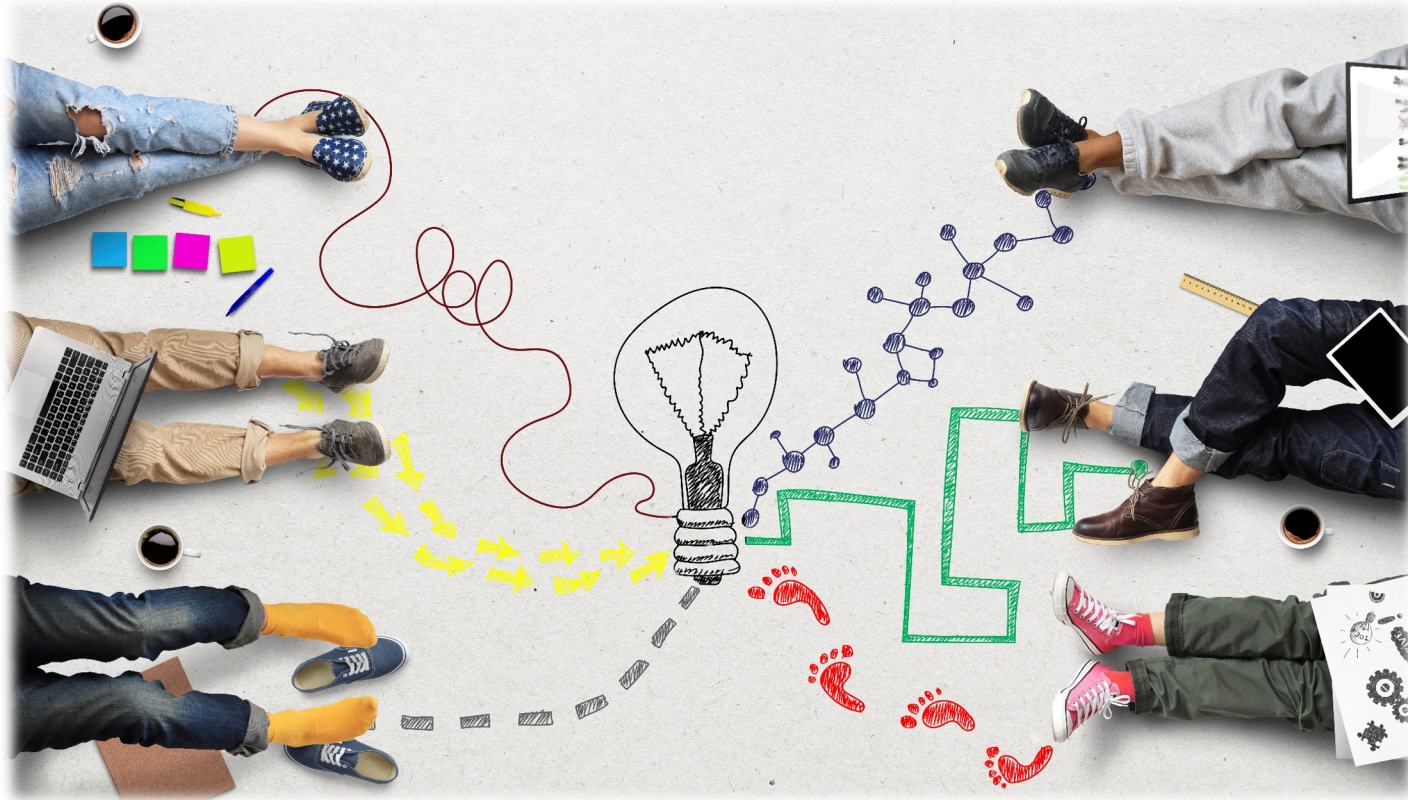
Interpersonal



Poll Question 1



Team Science Competencies



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Building Trust

**Self-
Awareness**

**Cognitive Openness
& Intersubjectivity**

FACILITATING TEAM AFFECT (BONDING)

TRANSLATIONAL TEAM COMPETENCY DOMAINS

Individual Competencies

Team Competencies

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TEAM COMMUNICATION

*Team-Based
Communication* Facilitating
Awareness
& Exchange

TRANSLATIONAL TEAM COMPETENCY DOMAINS

Individual Competencies
Team Competencies

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**MANAGING
TEAM
RESEARCH**

**Interdisciplinary
Research
Management**

TRANSLATIONAL TEAM COMPETENCY DOMAINS

Individual Competencies
Team Competencies

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COLLABORATIVE PROBLEM-SOLVING

***Interdisciplinary
Collaboration***

***Team
Learning
&
Adaptive
Behaviors***

TRANSLATIONAL TEAM COMPETENCY DOMAINS

Individual Competencies

Team Competencies

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***Understanding
Complexity***

***Meeting
Management***

Shared Visioning

Team Roles

Passion & Perseverance

TEAM LEADERSHIP

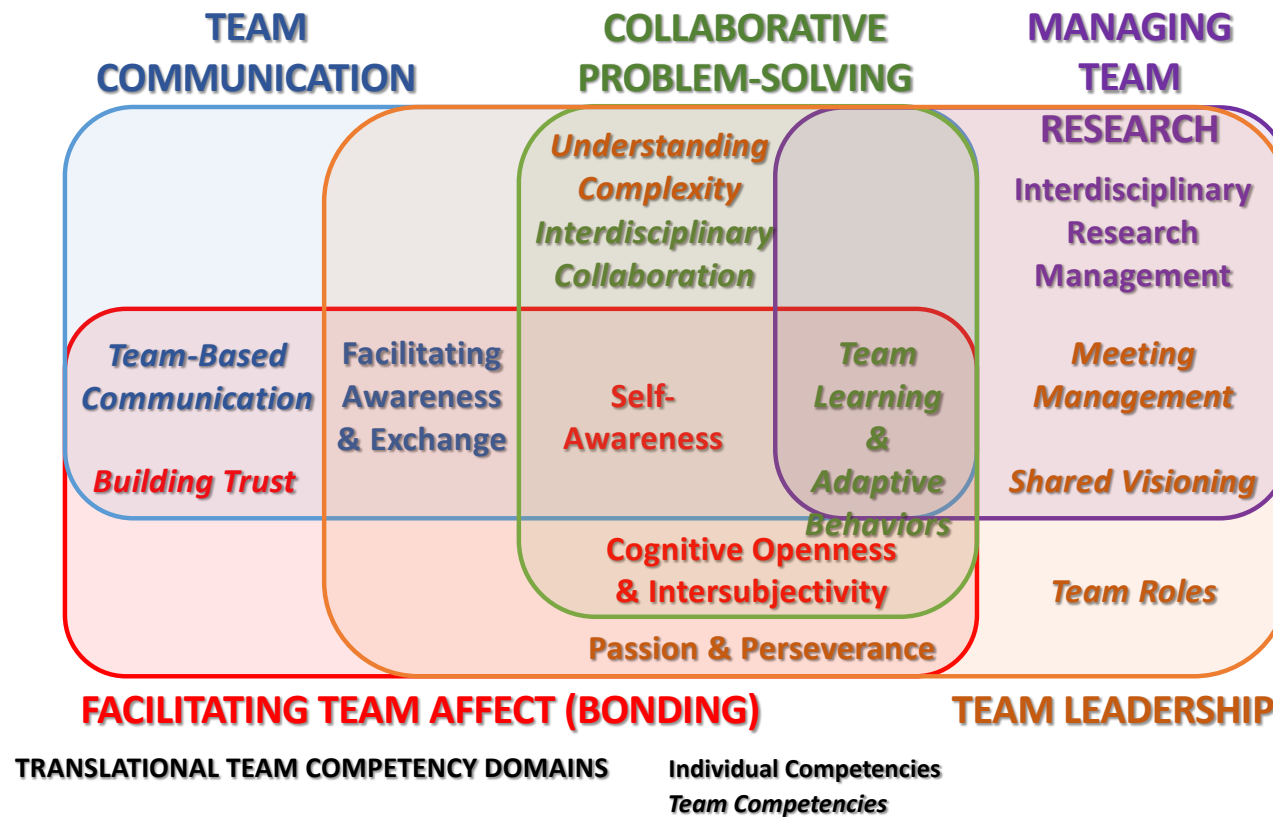
TRANSLATIONAL TEAM COMPETENCY DOMAINS

Individual Competencies

Team Competencies

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Strategies to Increase Team Functioning

- Self Awareness
- Get to Know your Team Members
- Communication
- Goal & Role Alignment
- Meeting Effectiveness
- Complex Team Problem Solving

Resource – Self Awareness

- Self Assessments



- Personal Style Inventory
- Conflict Modes
- Emotional Intelligence questionnaires

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Resource – Know Your Team

- Team Agreements

CCU Team Agreements

1. Suspend Assumptions
2. Listen, Don't Re-load
3. Balance Advocacy with Inquiry
4. Attribute Positive Intent
5. Minimize Interruptions
6. Strive to Participate

Written by members of the CCU on August 13, 2015

Resources – Communication

- Team Writing Toolkit – <https://collaborate.uw.edu/online-training-and-resources/interprofessional-team-writing-toolkit/>
- Team Decisions

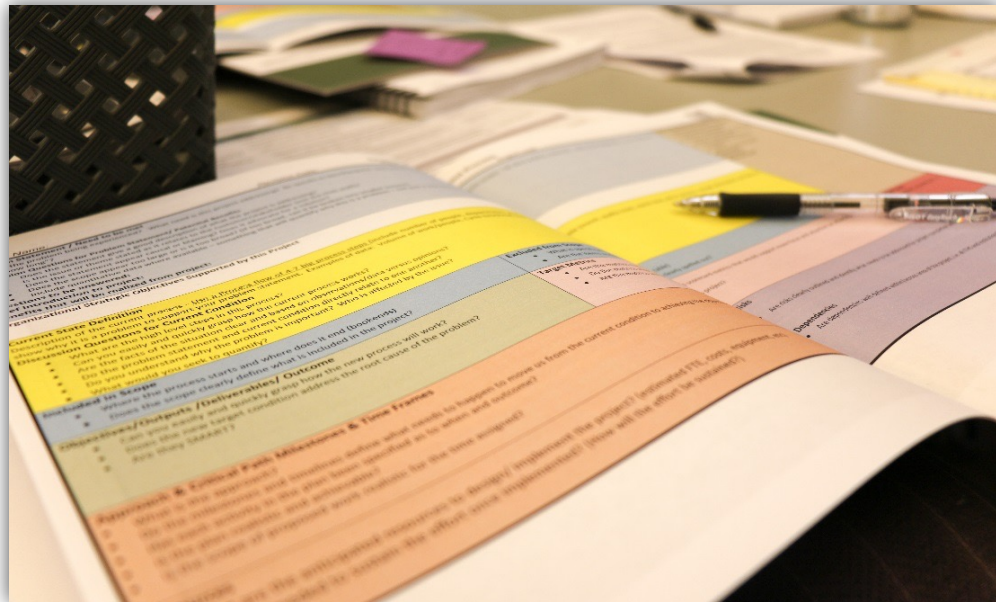


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Resources – Goals & Roles

- Project Charter
- Project Roles



Resources – Meeting Effectiveness

- Agenda Template
- Meeting Roles

Every Meeting has an Objective

Name Meeting Agenda

Date/ Time: Objective: Invitees

Name	Who is invited	Attend	Attendance	Attend

Visible timing for easy tracking

Agenda

Time	Topic	S/D/G	Desired Outcome

Minimize didactic, maximize interactive

Include interactive tools where possible

Clear desired outcomes for each agenda item

S/D/G = Sharing Information, Decision, Gather Input

Periodic meeting evaluations to improve meeting effectiveness

Meeting Evaluation

What went well	Could do better

Meeting Minutes

Action Items from Meeting date:

What	Who	When	Comments

Track action items

Decisions and Discussion

Topic	Decision/ Discussion

Track key decisions or outcomes of discussions

Meeting Roles!

Recorder: Types or writes notes on behalf of the group; records attendance and meeting roles; tracks next steps and topics for future meetings; records a meeting rating from each member (1-10 scale, 10 is high); electronically distributes notes to team members afterwards; saves a digital version of notes for the record.

Timekeeper: With the group, reviews the amount of time assigned to each agenda item; keeps track of time throughout the meeting; gives reminders if too much time is spent on one topic; when necessary, recommends that the group readjust times for remaining agenda items; announces the halfway point and when 5 minutes is remaining.

Facilitator: Ensures that everyone has the opportunity to participate in the conversation or activity; notifies the group when the conversation is diverging from the agenda.

Leader: Writes the agenda in advance; leads the group through the agenda topics; concludes with a review of next steps and solicits a rating of the meeting from each participant.

Participant: Comes ready to listen and participate in conversations and activities; keeps an open-mind; shares participation with others; ready to start on-time; speaks-up if learning style is not being met; communicates to group in advance if not able to attend the entire meeting. Has fun!




































Adapted from The Dartmouth Institute Microsystem Academy
The Center for Health Sciences Interprofessional Education, Research, and Practice
(February 2016)

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Resources – Team Problem Solving

- Liberating Structures – www.liberatingstructures.com

LS Menu 	Wicked questions 	What's debrief 	Min specs 	Heard, seen respected 	What I need from you 	Integrated autonomy 
Design elements 	Appreciative interviews 	Discovery and action dialog 	Improv prototyping 	Drawing together 	Open space 	Critical uncertainties 
1-2-4-All 	TRIZ 	Shift & share 	Helping heuristics 	Design storyboards 	Generative relationships 	Ecocycle 
Impromptu networking 	15% solutions 	25 : 10 crowdsourcing 	Conversation café 	Celebrity interview 	Agree/certainty matrix 	Panarchy 
9-whys 	Troika consulting 	Wise crowds 	User experience fishbowl 	Social network webbing 	Simple ethnography 	Purpose to practice 

Poll Question 2



Summary

Features that drive
effective/efficient teams



Review of Team Science
Competencies



Strategies to get your team on
the right path



Resources you can try with your
team

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Connect with Team Science

- Annual ITHS Team Science Boot Camp
- Leadership & Team Coaching
- Facilitation & Retreat Services

- Jennifer Sprecher: sprechj@uw.edu
- Nicole Summerside: nicoles1@uw.edu

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