



Increase Study Success Through Integration of Team Science

Presented by Jennifer Sprecher & Nicole Summerside

8:30am-9:30am
UW Husky Union Building



Institute of *Translational* Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

Increase Study Success through Engaged and Effective Research Teams

Jennifer Sprecher &
Nicole Summerside

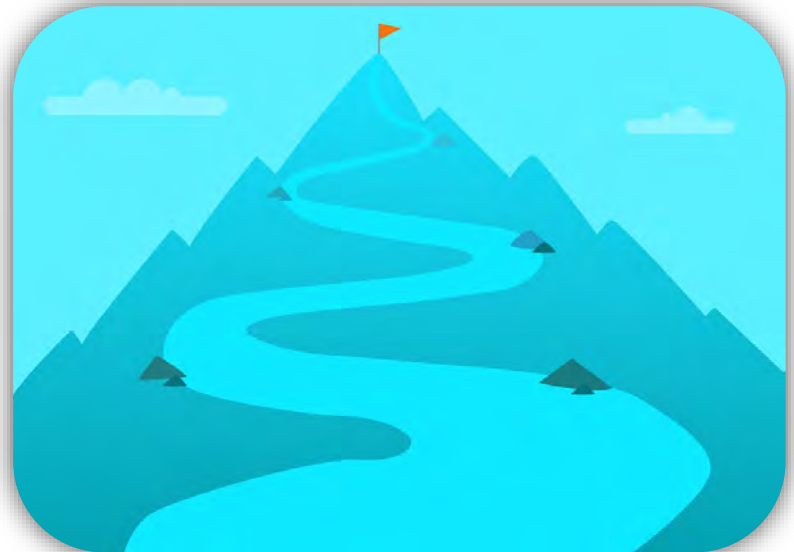


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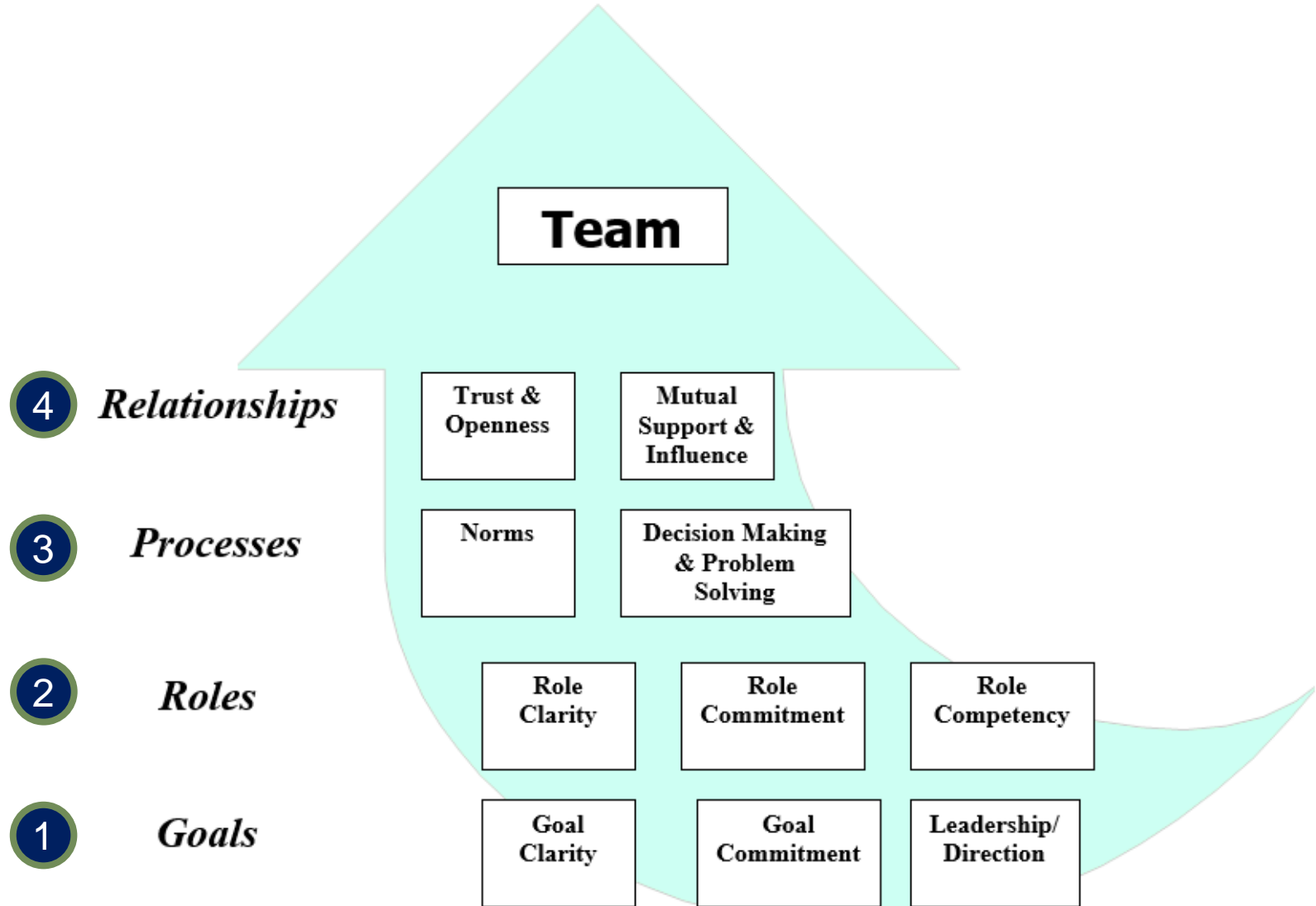
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Learning Objectives

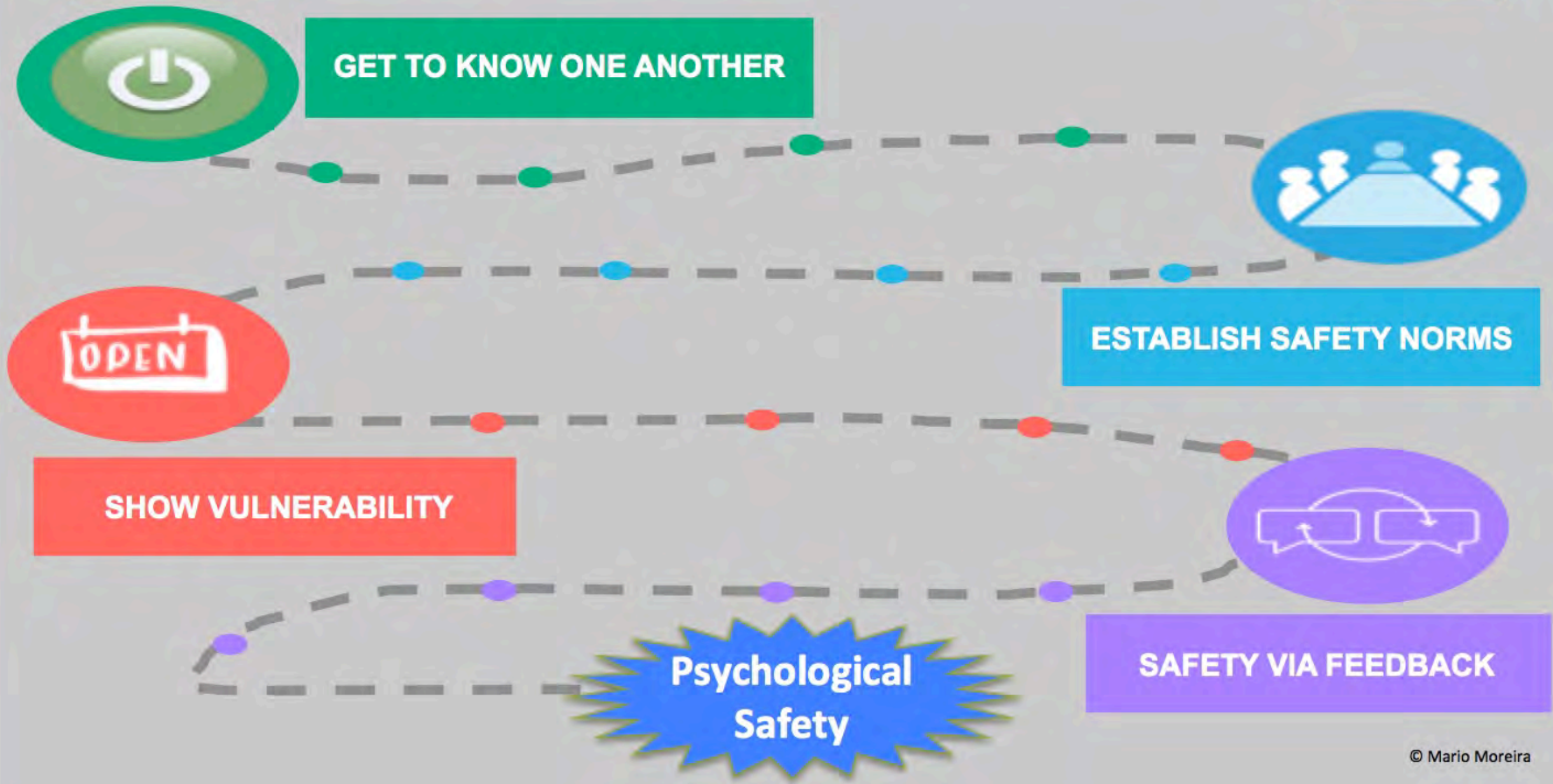
- ▶ Understand what drives effective and efficient teams
- ▶ Learn/practice strategies to improve team processes, roles, and goals



Managing Teamwork

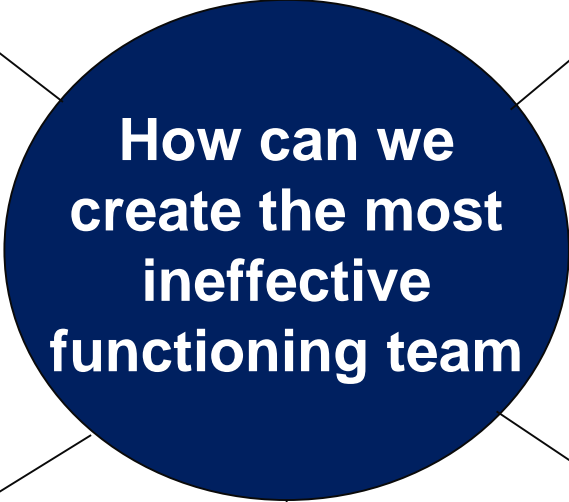


PSYCHOLOGICAL SAFETY ROADMAP



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Contingency Activity



**How can we
create the most
ineffective
functioning team**

Team Agreements

Team Agreement

In order to work effectively and efficiently we have outlined some basic tenants we have all agreed to follow. Throughout this project we will adhere to the following:

1. Attend meetings at agreed times
2. Meet all deadlines
3. Have a positive attitude
4. Do not ignore group communication
5. Be honest and willing to ask for help
6. Do not assume someone else is doing the work, communicate, take initiative!

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

Lean Project Charters

BASED ON CONCEPTS WITHIN:

- ▶ Project management institute
- ▶ Agile
- ▶ Continuous improvement (PDSA)
- ▶ Theories of change management

Page 1		Revision Date:		Research Study Charter		PJ:		ITHS Institute of Translational Health Sciences	
Study Name:		Date Started:							
A. Problem Statement / Need to be met by this study What is the problem being experienced? What need is this study addressing? Be specific in identifying the "pain point" to provide a basis for doing this study. Talk about problem statement – why is that important? I.e., if it takes too long, "how long"? If there is an unknown, how does that unknown affect progress towards patient care? Discussion Questions for Problem Statement/ Potential Benefits <ul style="list-style-type: none"> • Does the statement give a good description of what the project is addressing? • Is the issue or theme stated as it relates to the customer/stakeholder? • Include quantitative data where available – something that will quantify why this is a problem – not just a one-time occurrence. Questions to be answered: Brief introduction to project: Benefits that will be realized from project:				B. Customers/End Users (i.e. patients, students, researchers, community members, special populations...) <p>What is their role in the study? Will they be engaged throughout; are their milestones where they will be engaged? What is the method of communication? Meetings/frequency, Emails/updates, etc.</p>					
C. Funding Organization Objectives Supported by this Study				D. Team Participants/ Selection/ Roles <ul style="list-style-type: none"> • Is team member selection realistic and will members be able to contribute accordingly? • Are key stakeholders and pertinent partners represented? • Who is not at the table Who Knows? Who Cares? Who Can Act? • Are the necessary subject matter experts included (statistical plan and support, cohort identification, study support)? • What are the roles of the team members? Are all members involved to the same degree or will some be engaged at different points of the study? • How will communication with the team occur? Meetings, minutes, shared drives, news bulletins. • How will decisions be made and conflict be addressed? 					
E. Current State Definition Description of the current process or state of knowledge-. Include information and data to show why it is a problem or what knowledge is lacking to help support your problem statement.									
F. Included in Scope <ul style="list-style-type: none"> • Where the process starts and where does it end (bookends)? • Does the scope clearly define what is included in the study? 				F. Excluded from Scope <ul style="list-style-type: none"> • What is specifically not in scope (off the table)? • Are the items and/or areas out of scope clearly spelled out? 					
G. Objectives/Outputs /Deliverables/ <ul style="list-style-type: none"> • Aims • Sub Aims • Outputs for each aim • Outcomes for the study • Is a publication one output for this study? If so, what are the topics of the publication (s) and plan for what will be needed to publish? • How will your team address primary and secondary authorship? 				H. Evaluation <ul style="list-style-type: none"> • Are the metrics measurable, meaningful scorecard metrics that would support more focus and attention on attaining this goal? • Do the metrics align with objectives? • Are the metrics within the scope of this study? • Are there appropriate qualitative data that should be collected? • What outcomes are you seeking and how will you know those outcomes were achieved? • If outcomes have a long lead-time in showing achievement are there leading indicators? 					
I. Approach & Critical Path Milestones & Time Frames <ul style="list-style-type: none"> • What is the approach? • Do the milestones and timelines define what needs to happen to move us to the end of the study (are all deliverables contained in the milestones)? • Has each activity in the plan been specified as to when and outcome? • Is the plan realistic and achievable? • Is the scope of proposed work realistic for the time assigned? 				J. Risks <ul style="list-style-type: none"> • Are risks clearly outlined and identify what needs to be addressed for study completion and success? Dependencies <ul style="list-style-type: none"> • Are dependencies well defined within/across area of the study, i.e. all ITHS and institutions? 					
K. Resources <ul style="list-style-type: none"> • What are the anticipated resources to design/ implement the study? (estimated FTE, costs, equipment, etc) • What is needed to sustain the effort once implemented? (How will the effort be sustained?) (if applicable) 									

Charter ITHS modified from Seattle Children's

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Revision Date 9/22/17

Clarifying the Objective (Section A)

PROBLEM STATEMENT



- ▶ What problem or issues is your project addressing?
- ▶ What are the benefits of addressing this issues?
- ▶ What are the objectives of your project?

The Team (Section D)



Members

- ▶ E.g. sponsor, team lead, facilitator, member, subject matter expert
- ▶ Who knows? Who cares? Who can act?



Purpose

- ▶ Who are you representing? (e.g. researchers, community, underserved populations, disciplines/departments)



Communication

- ▶ Involvement (i.e. attend all meetings or as requested)
- ▶ Action items
- ▶ Modes of communication

RESOURCES

- ▶ Annual Team Science Boot Camp
- ▶ Leadership and Team Coaching
- ▶ Facilitation Work/Services

CONTACT US

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Education and Training

Members can access a variety of workforce development and mentoring programs and apply for formal training programs.

Funding

Members can apply for local and national pilot grants and other funding opportunities. ITHS also offers letters of support for grant submissions.

Collaboration

Members can connect with collaborators across the CTSA consortium.