

Introduction to Clinical Research Boot Camp 2020

RESEARCH STAFF TRACK
Day 5

Friday, July 24, 2020

ITHS

Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

Increase Study Success Through Integration of Team Science Competencies

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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



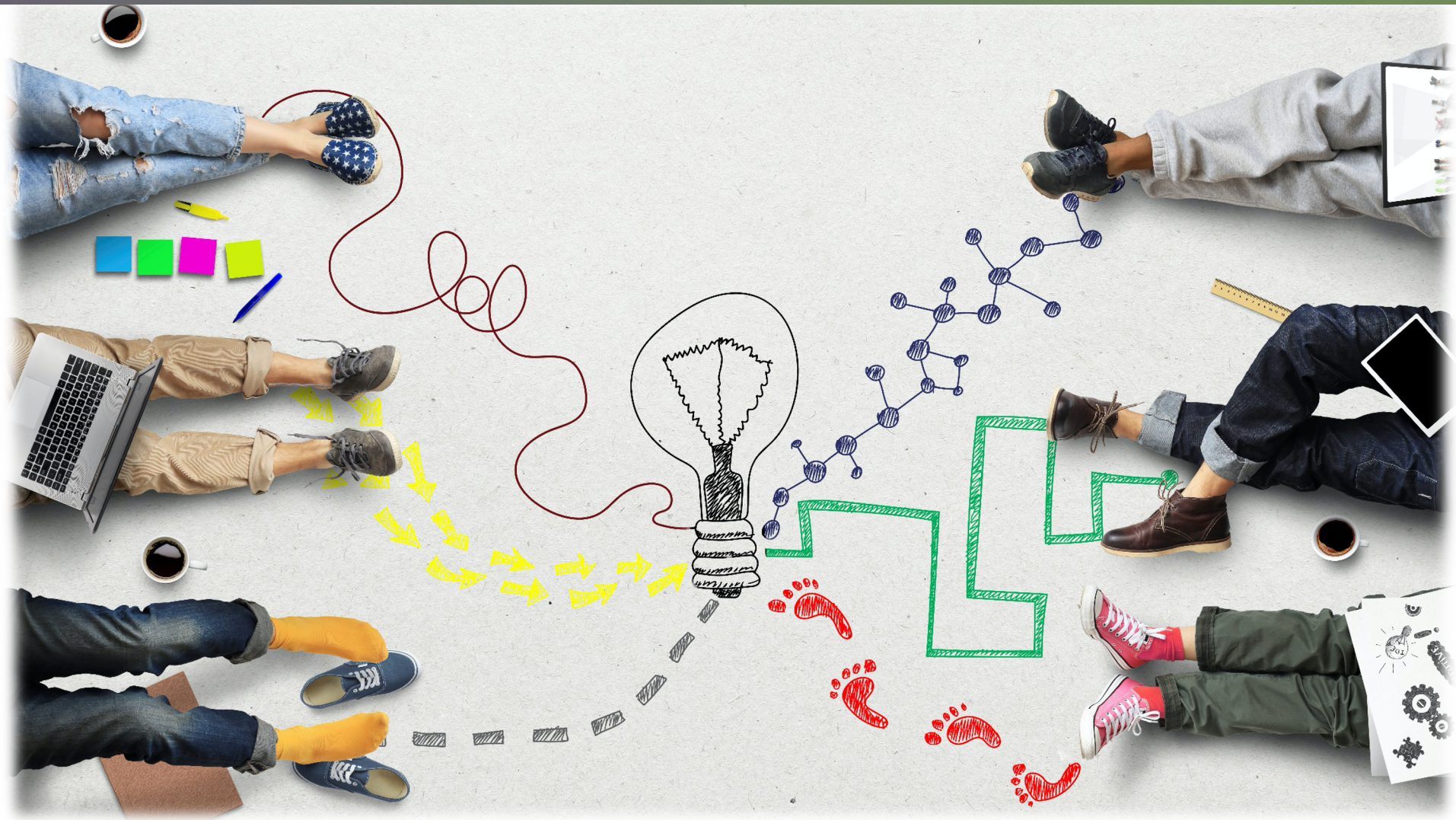
Interpersonal



Poll Question 1



Team Science Competencies





FACILITATING TEAM AFFECT (BONDING)

TRANSLATIONAL TEAM COMPETENCY DOMAINS
Competencies

Individual Competencies

Team

TEAM COMMUNICATION

*Team-Based
Communication* **Facilitating
Awareness
& Exchange**

TRANSLATIONAL TEAM COMPETENCY DOMAINS
Competencies

Individual Competencies

Team

**MANAGING
TEAM**

RESEARCH

**Interdisciplinary
Research
Management**

TRANSLATIONAL TEAM COMPETENCY DOMAINS
Competencies

Individual Competencies

Team

COLLABORATIVE PROBLEM-SOLVING

*Interdisciplinary
Collaboration*

*Team
Learning
&
Adaptive
Behaviors*

TRANSLATIONAL TEAM COMPETENCY DOMAINS
Competencies

Individual Competencies

Team

***Understanding
Complexity***

***Meeting
Management***

Shared Visioning

Team Roles

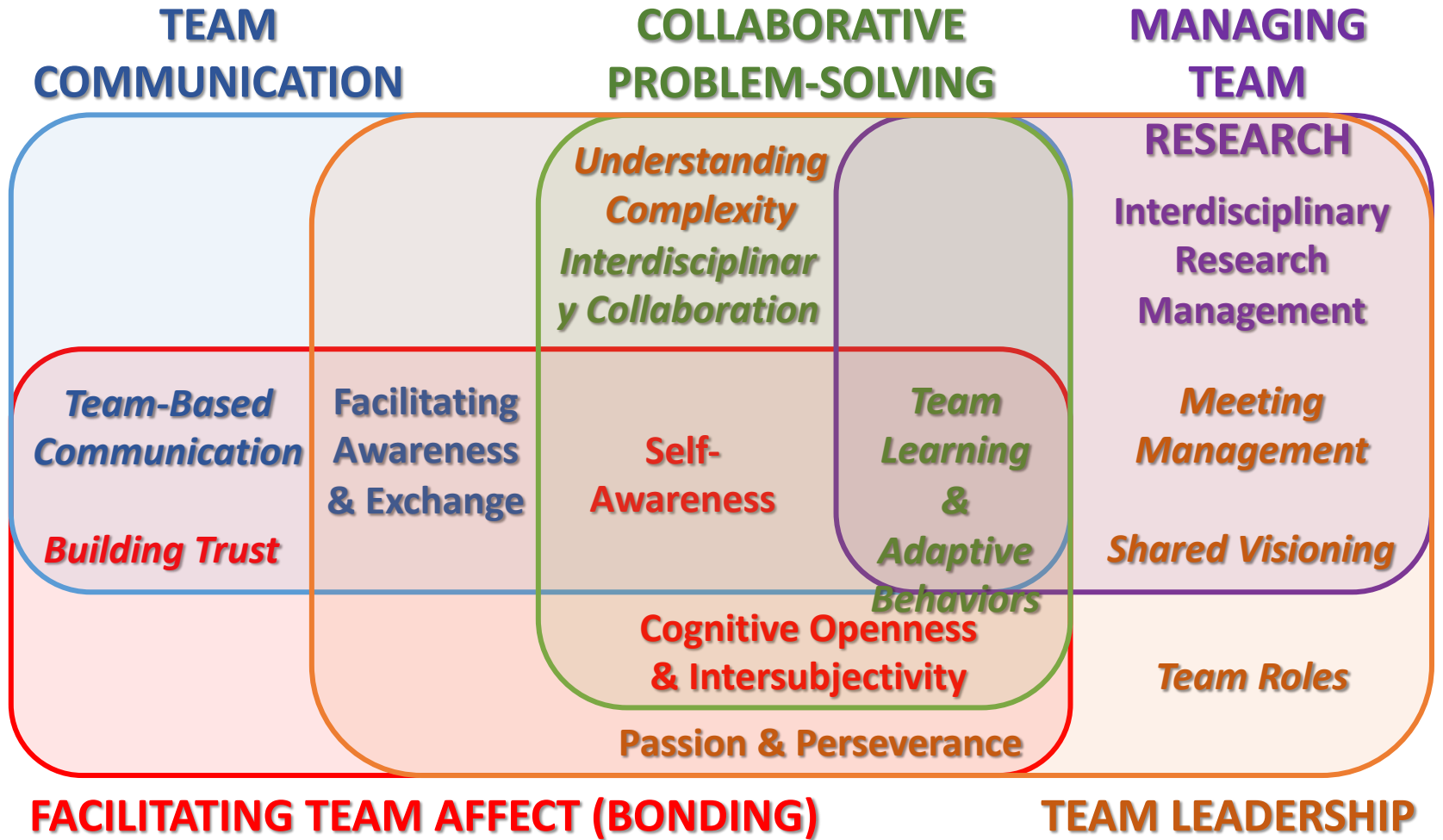
Passion & Perseverance

TEAM LEADERSHIP

TRANSLATIONAL TEAM COMPETENCY DOMAINS
Competencies

Individual Competencies

Team



TRANSLATIONAL TEAM COMPETENCY DOMAINS
Competencies

Individual Competencies *Team*

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

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

- **Welcome Letter**
- **Team Writing Toolkit – collaborate.uw.edu**
- **Active Listening**

Welcome Letter

Welcome to the XXXXX team! As engineers, we are looking forward to both learning about and contributing to medical innovation throughout this project. In this letter we will introduce ourselves, briefly describe our experience and backgrounds, set up basic rules for the team, designate a meeting plan for this quarter, and other guidelines. Since we are all eager to pursue this project for the whole year, we hope that this letter will be a useful reference and the start of a successful project.

Unmet need

At this point in the design process, our understanding is that during surgery, a patient's body may experience excessive pressure due to unnatural positioning, and without alleviation of the pressure, patients may experience complications such as injury. Additional cost to other stakeholders is also a concern. We understand that these risks are preventable but there is no commonly applied solution. There is a need for a pressure-relieving positioning aid that ensures anesthetized patients are not subjected to prolonged excessive pressures while in surgery. During this quarter, the first goal of our design process will be to identify the unmet need in sufficient detail to begin working towards an effective solution.

Who we are

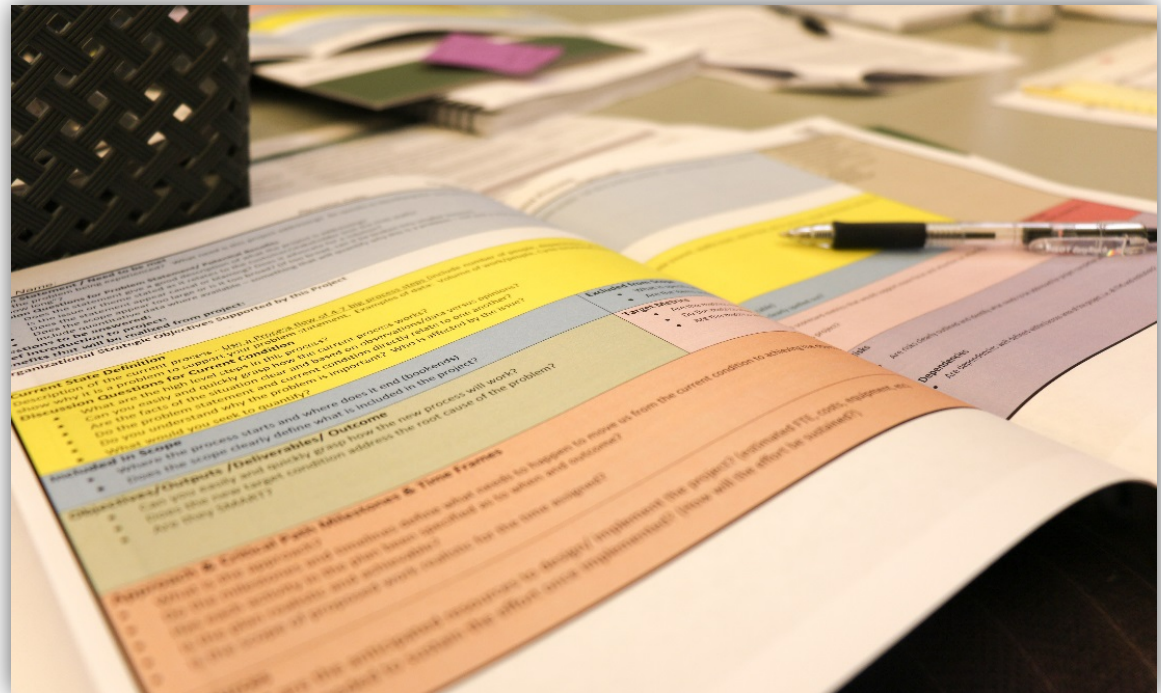
We are all from different cultures and backgrounds, but currently we are all students studying mechanical engineering (ME) or bioengineering (BioE). Each member of our team will contribute their own strengths to a strong group foundation, and we intend on learning from each other as well. Our basic information is shown in the following table.

Name	Contact	Background	Strengths	EIH interests
		Undergraduate ME Sr	-Familiar with a team-based design process, i.e. taking a project from an idea to reality -Machine shop certified -Experience with rapid prototyping & engineering	-Learn how to use engineering in medical fields that will lead to human interaction -Expand knowledge of biology for future possibilities



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

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

Include interactive tools where possible

Minimize didactic, maximize interactive

Clear desired outcomes for each agenda item

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.
























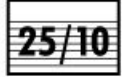











Leader: Writes the agenda in advance; leads the group through the agenda topics; concludes with a review of next steps and solicits a rating of the meeting from each participant.

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)

Resources – Team Problem Solving

- Liberating Structures – liberatingstructures.com

<p>LS Menu</p> 	<p>Wicked questions</p> 	<p>What³ debrief</p> 	<p>Min specs</p> 	<p>Heard, seen respected</p> 	<p>What I need from you</p> 	<p>Integrated autonomy</p> 
<p>Design elements</p> 	<p>Appreciative interviews</p> 	<p>Discovery and action dialog</p> 	<p>Improv prototyping</p> 	<p>Drawing together</p> 	<p>Open space</p> 	<p>Critical uncertainties</p> 
<p>1-2-4-All</p> 	<p>TRIZ</p> 	<p>Shift & share</p> 	<p>Helping heuristics</p> 	<p>Design storyboards</p> 	<p>Generative relationships</p> 	<p>Ecocycle</p> 
<p>Impromptu networking</p> 	<p>15% solutions</p> 	<p>25 : 10 crowdsourcing</p> 	<p>Conversation café</p> 	<p>Celebrity interview</p> 	<p>Agree/certainty matrix</p> 	<p>Panarchy</p> 
<p>9-whys</p> 	<p>Troika consulting</p> 	<p>Wise crowds</p> 	<p>User experience fishbowl</p> 	<p>Social network webbing</p> 	<p>Simple ethnography</p> 	<p>Purpose to practice</p> 

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

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

Acknowledgements

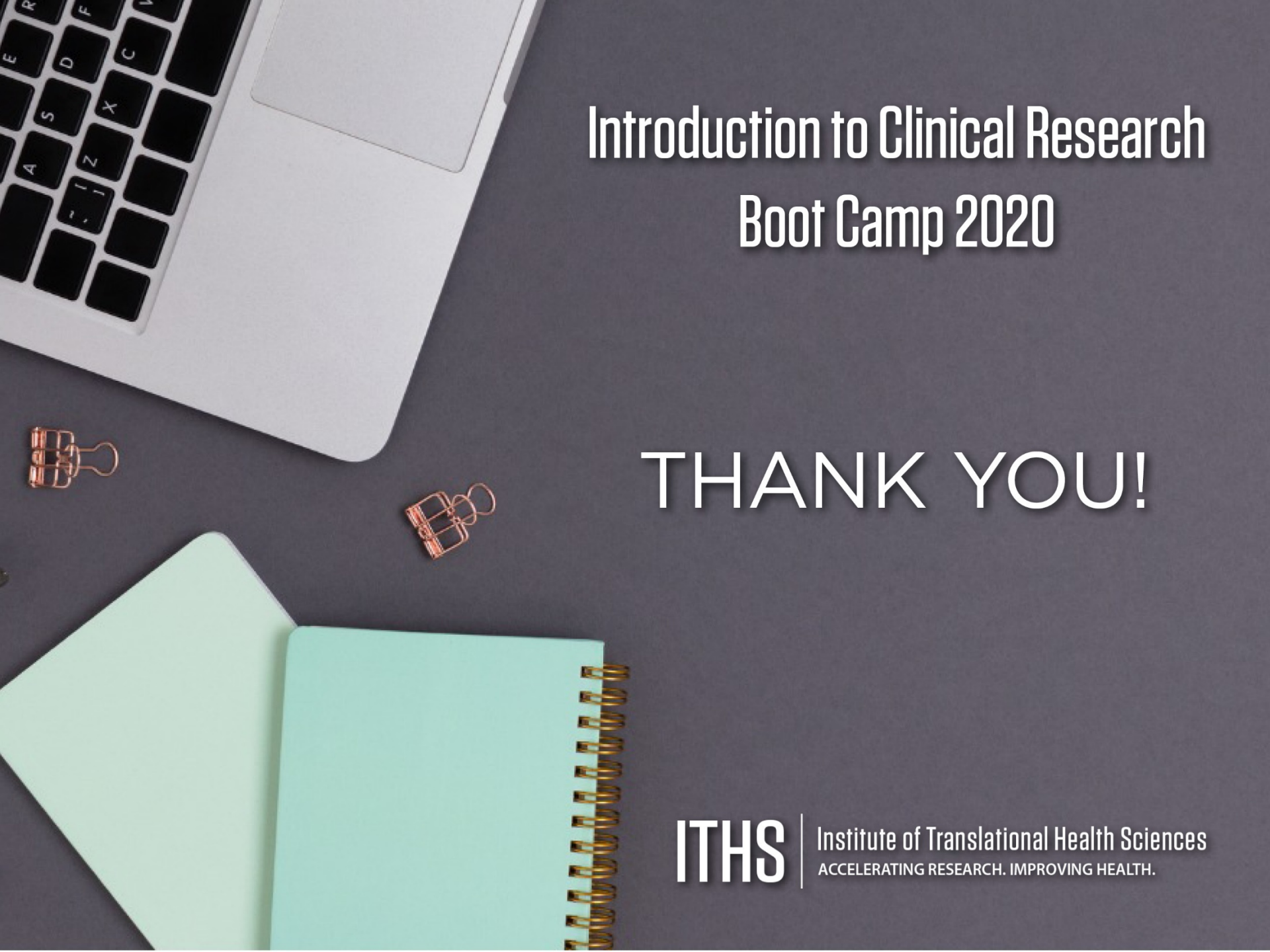
- **CLIC TS Affinity Working Group:** Gaetano R. Lotrecchiano, Ed.D., Ph.D.¹, Deborah DiazGranados, Ph.D.², Jennifer Sprecher, B.S.I.E, M.S.³, Wayne McCormack, Ph.D.⁴, Dayan Ranwala, Ph.D.⁵, Kevin Wooten, Ph.D.⁶, Allan R. Brasier, M.D.⁷, Daniel Lackland, Dr.P.H.⁸, Heather Billings, Ph.D.⁹
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QUESTIONS?

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THANK YOU!

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