UNIVERSITY of WASHINGTON

WORKING GROUP: COMPLIANCE UNIT STANDARD PROCEDURE (CUSP) SHARING SITE

Working Group Meeting
May 11, 2017

OFFICE OF ANIMAL WELFARE
Research Support Services

Agenda:

- Introductions

- Team Updates

- Discussion Topics
    - Form for data input/download options
    - Mechanism for review of entries
    - Pilot phase

- Goals for June Meeting

~35 individuals participated in today's session (~25 in person, 10 called in)

Data Import & Export Team Update:
Rob Anderson (2 members)

Shared early results of survey. See additional figures/graphs at end.
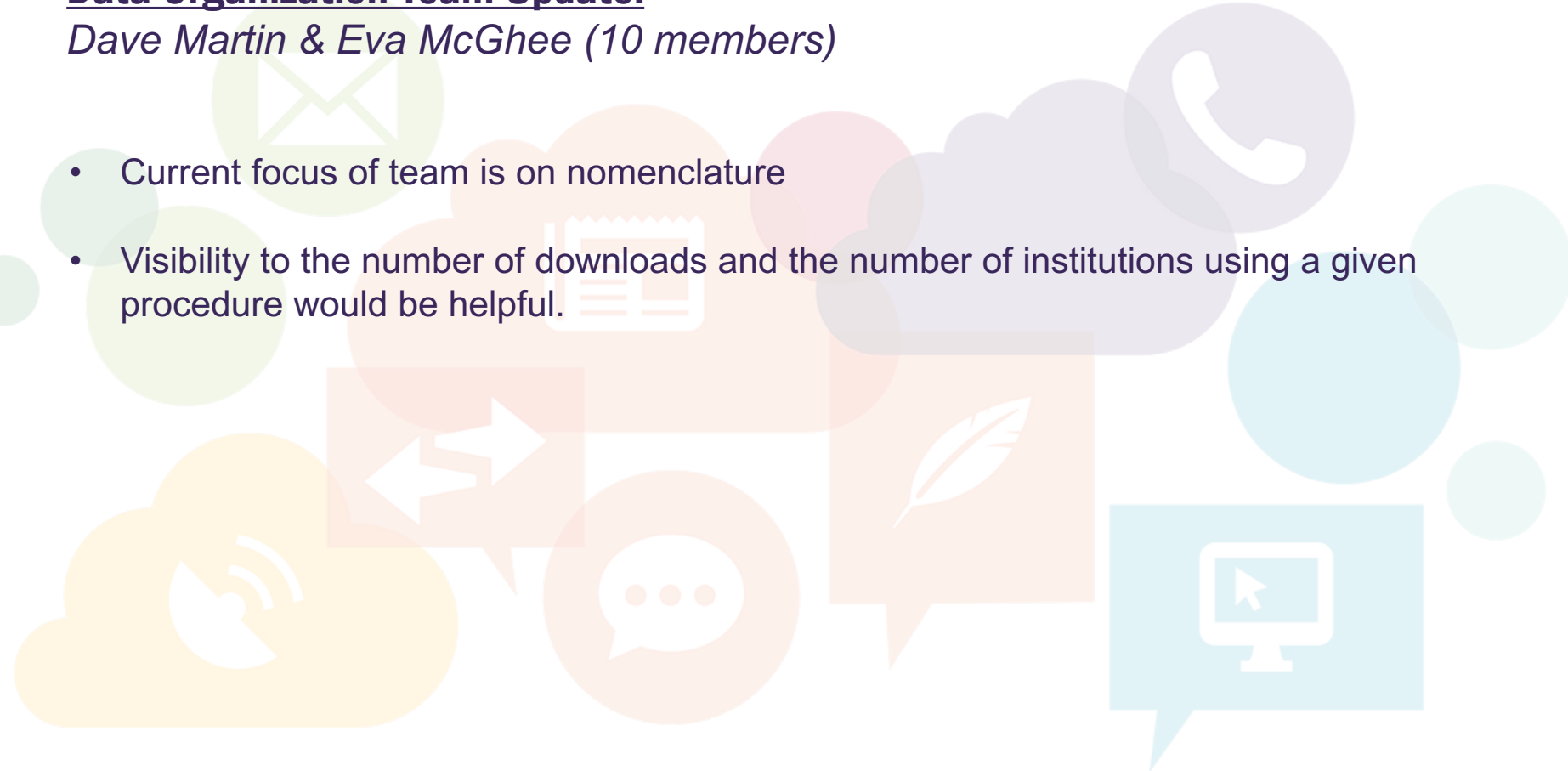
Data Import
- The method used should ensure the quality of the data (i.e., should have standard format and required fields)
- Everyone may not use all fields, but a base set of content requirements needs to be required in order to ensure usability to the broadest audience.

Data Export
- A surprise from the survey – we are split down the middle as a group in terms of how the content we develop can be used
- ~50% have electronic systems that use list driven procedures
- Two approaches for data export would thus be ideal:
    - High tech option: XML or excel
    - Low tech option: Word doc, PDF or HTML output

Data Organization Team Update:
Dave Martin & Eva McGhee (10 members)

- Current focus of team is on nomenclature

- Visibility to the number of downloads and the number of institutions using a given procedure would be helpful.

Data Storage & Maintenance Team Update:
Madeline Budda & Curtis Van Slyck

- The built in data security measures offered by FDP's web host seem sufficient for the needs of this project.

- We shared the metadata information our group recommends with the Data Organization group through Trello.

- Maintenance of data is current focus of the team

- The document/entry review process may best be divided into content review (e.g., veterinarians review the quality and feasibility of procedure descriptions) and administrative review (e.g., data maintenance team monitors for unnecessary duplication). – *Group feedback: No need for content review; administrative review only.*

- We talked about developing a high-level vision overview/flow chart to summarize our thoughts on the data maintenance process so far.

Discussion Topic: Form for Data Input

- UW and Emory shared examples of standard procedures currently being used at their institutions. Very different formats – examples available on SharePoint site.

- Need to determine which fields need to be searchable/filterable:
    - Species (higher taxon may be useful as well e.g., aquatics, terrestrial, NHP)
    - Procedure type
    - Contributing university
    - Key words
    - Popularity (via # of downloads or # of times its used by a university)
    - Approval date

- Advanced/combinatorial search options to allow more than one field to be searched at a time.

- Idea: Parent/child type organization – parent procedure is very general, child procedures branch from parent and represent variations or specific institutional examples.

- Can populate with Office of Animal Care and Use procedures

- Need to define metadata that we want to collect for each procedure

Discussion Topic: Review Mechanism for Entries

- Should entries to the site be reviewed either prior to posting or at some regular frequency -
    - Pre-review before entries are posted
    - Monthly (?) review of all new entries; flag those that don't meet requirements

- Process for posting should be as streamlined as possible; would like post to be live and accessible as quickly as possible

- IACUC review of procedure requirement before upload in to the system – content review should not be part of review mechanism by CUSP system administrators.

- Review entries for at least completeness; need to define pre-review requirements

Discussion Topic: Pilot Phase

- Initial brainstorming and discussion on what we would like the pilot phase of the project to look like

- Multi-phased pilot was proposed, with each phase focused on different aspects – site/procedure structure, uploading processes, and downloading processes

- Initial thought is to start with working group members and expand from there

- Possible metrics to assess:
    - Time for preparation
    - Time for review
    - Time from submission to approval
    - User satisfaction surveys
    - Time individuals as they complete a task/write a procedure from scratch vs. from a template in the system

- Aside from time, other factors that may benefit from development of site – compliance, animal welfare – these are more challenging to measure

- Need to define which groups we are going to compare
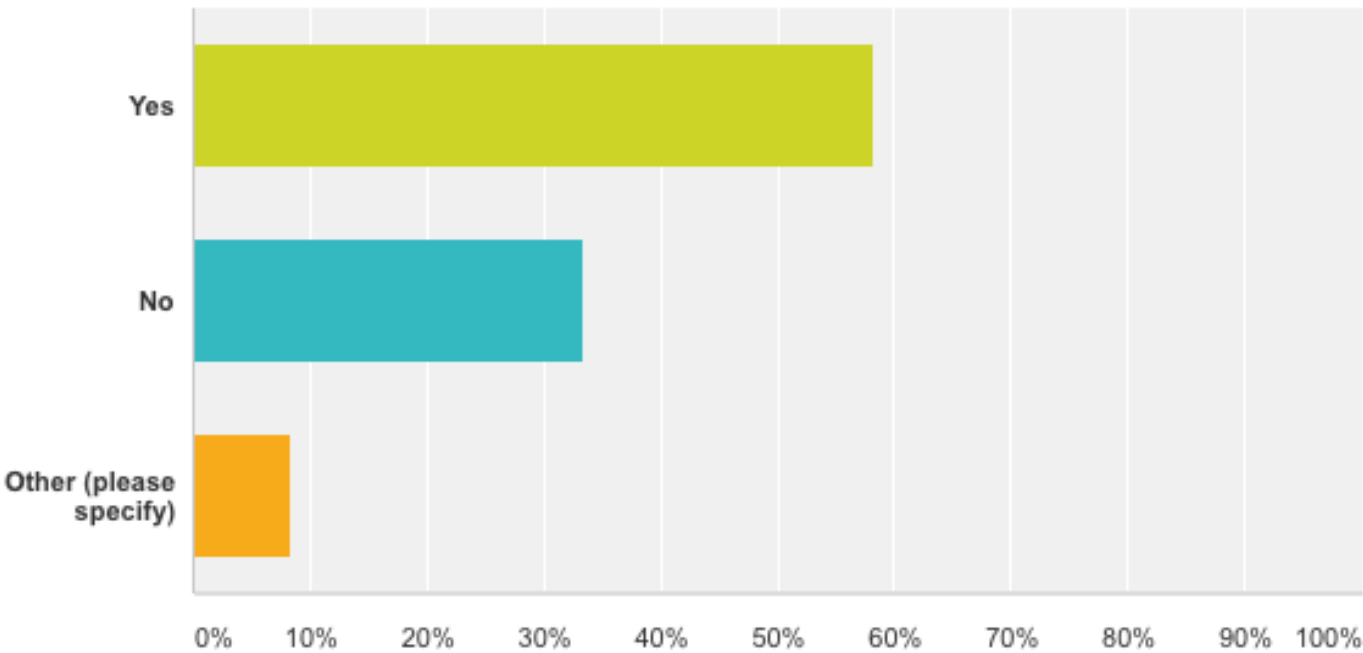
Next Meeting:

June 9, 2017
11am PST

Goals for June Meeting

* Aubrey/UW: First draft of proposal for FDP executive committee; will have it ready to send out to larger group for review at June meeting.

* Data Organization Team: Develop proposal for standard nomenclature (e.g., species, procedure types) and standard format for entries

* Data Import & Export Team: Complete survey results. Talk with David Wright about specifics for import/export.

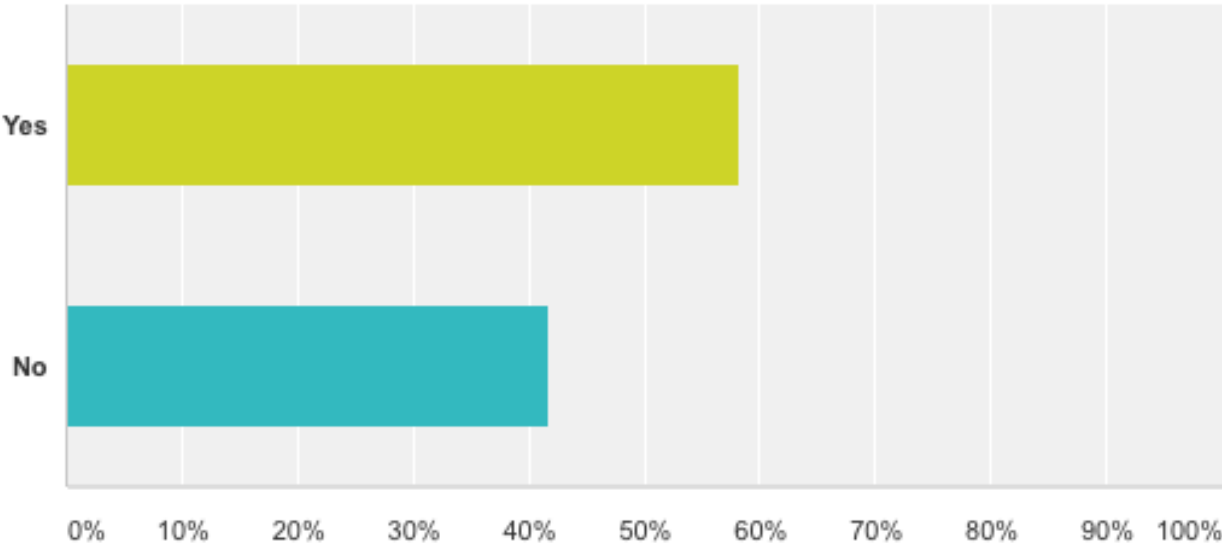* Data Storage Team: Draft user guidance document.

Do you already have a software (or electronic) system in place or in progress that contains a database for procedures and/or substances?

Answered: 12   Skipped: 0

Is your product compatible with the use of prepopulated standard procedures in your system (e.g., the investigator selects procedures/surgeries from a drop-down of preapproved procedures which then populates the narrative description of the procedure)?

Answered: 12   Skipped: 0

Answer Choices	Responses	
Yes	**58.33%**	7
No	**41.67%**	5
Total		12

Comments (4)

Our system is not designed this way. We have a slightly different logic to capture this information.
5/4/2017 3:32 PM

We link PDFs of approved procedures to the animal protocol form
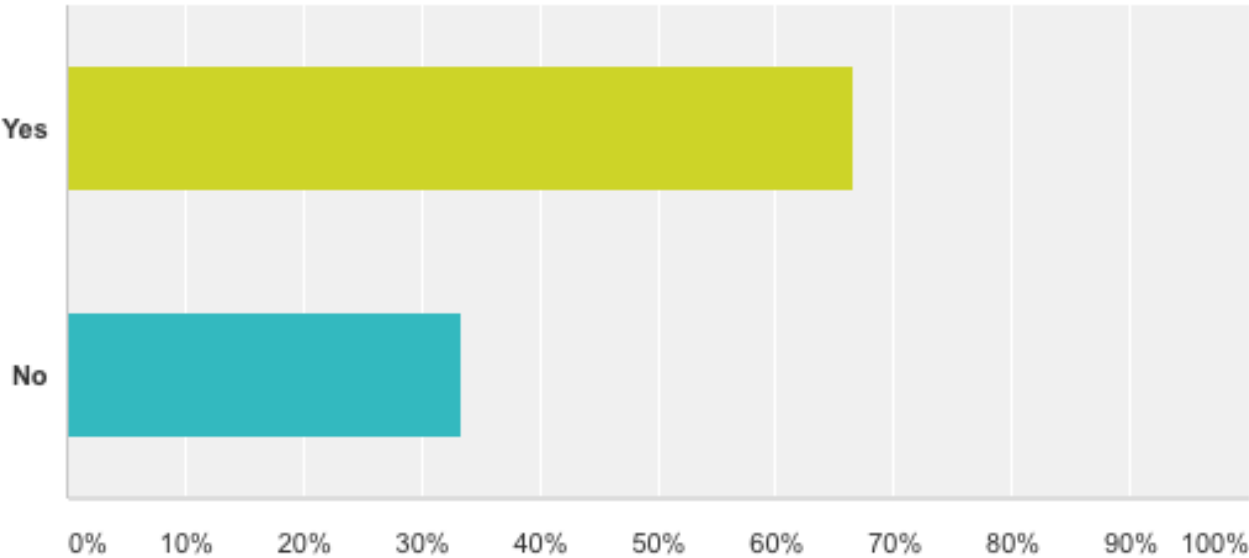5/3/2017 6:35 AM

Will be soon. We are still using an older version of Click.
5/1/2017 6:03 PM

Not yet a goal we are working on within the eIACUC system
5/1/2017 3:44 PM

. Is your product compatible with the use of prepopulated standard substances in your system (e.g., the investigator selects substances/drugs from a drop down list which then populates the narrative description of the how to use the substance)?
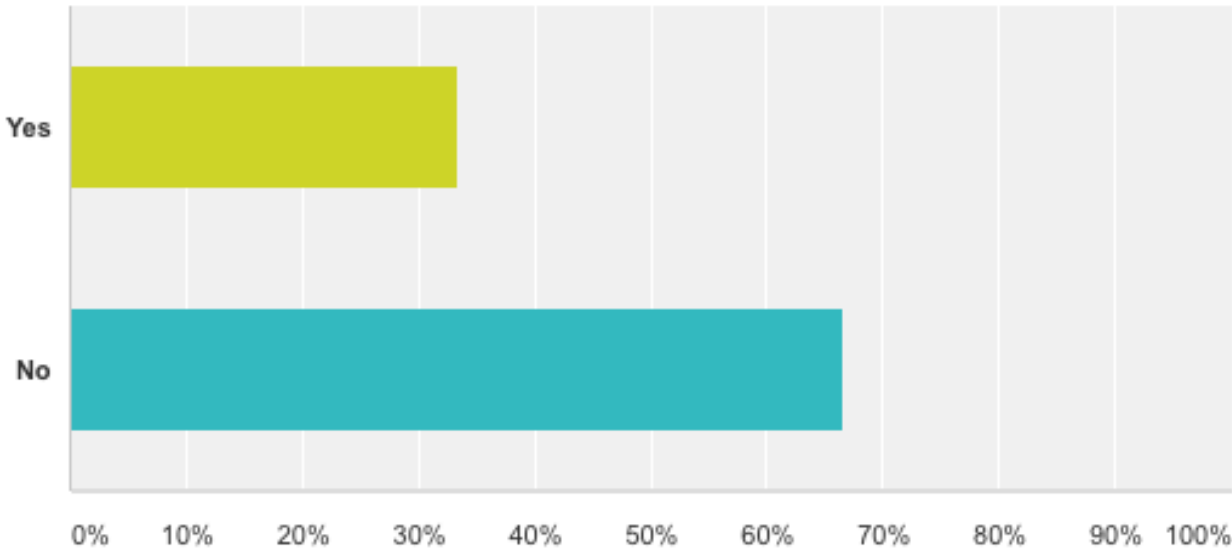
Answered: 12   Skipped: 0

Do you have a spreadsheet or list of data points/fields required for entering a standard procedure/standard substance in your product?

Answered: 12   Skipped: 0

Does your product support XML messaging for data import/export?

Answered: 3   Skipped: 0