

WDA's Type 2 Diabetes Outcomes Study
RECRUITMENT & TRAINING SESSION OUTLINE

PURPOSE:

- A. Stimulate interest and recruit participation in WDA's statewide Type 2 DM Outcomes Study
- B. Review procedure for participation in this study
- C. Register RDs as participants in the study & provide them with study packets

OUTLINE:

- A. Stimulate interest and recruit participation
 - 1. Review OMI origin & goals
 - 2. Describe process that led to choosing this study population and tool
 - a. Narrowed from 4 populations; sought Dx effectively treated (by MNT) in many settings
 - b. Piloted tool statewide
 - c. Obtained input from UW Survey Center
 - 3. Emphasize "Why we NEED you!"
 - a. Goal for participation (100 RDs, each enrolling 5-10 pts)
 - b. The greater participation, the more powerful our findings
 - 4. Emphasize how little time it will require
 - a. Forms photocopied, pre-numbered (w/ Pt ID #), and ready to use
 - b. Primarily involves checking boxes or circling options
 - c. Address labels provided to facilitate regular return of completed forms
 - d. If you prefer, phone follow-up can be delegated to a trustworthy coworker or student
 - e. Only need 5 to 10 patients—unless you want more data for your facility
- B. Review procedure for participation in this study
 - 1. Getting Started
 - a. Identify/obtain approval from your facility's institutional review board, or equivalent
 - b. Get the consent form ready
 - c. Establish a means of communicating with physicians' offices or clinic personnel
 - to obtain f/u labs, Rxs, blood pressures
 - d. Determine designated locations for study packet & completed forms
 - e. Contact us if you have questions (our phone #s & email addresses listed in packet)
 - 2. Screen Patient
 - a. Per selection criteria
 - b. Per inclusion criteria

3. Enroll Patient in Study
 - a. Obtain patient's informed consent
 - b. Obtain phone number and identify follow-up dates
4. Baseline Intervention
 - a. Complete Baseline Report
 - 1) patient-answered questions
 - 2) chart-based data
 - b. Instruct patient
 - c. Complete Intervention Record (session #1)
 - d. Complete Patient Tracking Form (and mark target f/u dates on calendar)
5. After the Initial Visit
 - a. Contact the referring physician (request 3 & 6 month f/u labs)
 - b. Mail in completed Baseline Report
 - 1) Write Pt. ID number on backside of report
 - 2) Duplicate completed form for your own records
 - 3) Place completed original report in your "ready-to-mail" out-basket or file
 - 4) Mail forms on a regular, periodic basis
 - use mailing labels
 - mail in completed originals every 4-5 forms or every 2 weeks
 - c. Record Interim Interventions on Intervention Record
6. Follow-Up Surveys
 - a. Complete Patient-answered Portion of 3 or 6 Month Follow-Up Report
 - 1)Either:
 - phone patient
 - delegate phone survey to colleague, or
 - complete w/ patient at appropriately timed follow-up session
 - 2)If pt. has seen a "different dietitian" in the interim, document on Interven. Record
 - b. Thank the Patient for Participating in the Study
 - c. Record Actual Follow-up Date on Patient Tracking Form
 - d. Obtain and Record Chart-based Data from Charts
7. After the 3 Month Follow-up
 - a. Mail in Completed 3 Month Follow-up Report
 - b. Record Interim Interventions on Intervention Record
8. After the 6 Month Follow-up
 - a. Record Interim Interventions on Intervention Record
 - b. Mail in Completed 6 Month Follow-up Report and Intervention Record

- Do NOT mail in the following forms:
 - Informed Consent Form
 - Patient Tracking Form
 - A patient's Intervention Record, until his/her 6 Month F/U Report is completed

C. Register RDs as participants in the study & provide study packets

1. Use registration form to obtain the following data from each participant

- a. Name, phone #s (w + h), fax #, home address, e-mail address
- b. Name & address of facility where patients will be enrolled
- c. Is this facility an Am Diabetes Assoc. approved DM Ed Center? Y/N
- d. Record 3-digit study code in upper rt. corner of form before giving pkt. to RD

2. Provide participant with study packet, which includes (left to right):

- a. Contents of study packet list
- b. IRB Packet
 - 1) IRB Cover Letter
 - 2) Research Protocol Summary
 - 3) Informed Consent Form
 - 4) Patient Tracking Form and data collection forms
- c. Select group of form originals/masters
 - 1) Informed Consent Form
 - 2) Physician Letter
 - 3) Study Purpose Statement
 - 4) Intervention Record
- d. 10 (or 1 strip) address labels (for returning data)
- e. Patient Tracking Form, pre-numbered w/ Pt ID #s
- f. Written instructions (w/ table of contents)
 - 1) Getting Started
 - 2) Procedure Outline
 - 3) Procedure Details
- g. 10 complete sets of data collection forms, pre-numbered w/ Pt. ID #s
 - 1) Intervention Record
 - 2) Baseline Report
 - 3) 3 Mo Follow-Up Report
 - 4) 6 Mo Follow-Up Report

3. Thank everyone for attending, and thank in advance for participating in the study