Median Accrual Ratio Metric Team Formation Guide

Purpose
To assist in forming a Median Accrual Ratio Metric implementation team by providing recommendations for member roles, skills and responsibilities.

Forming the team
Engage team members in order to build ownership, serve as content experts, interpret results, develop and implement strategies/next steps, manage deliverables and timelines, and monitor progress.

Pilot hubs’ shared that they had inter-professional team members that included:

- Principal Investigators
- Directors of Evaluation
- Data analysts
- Subject Matter Experts (SMEs)
- Evaluation Research Assistants
- Institutional Review Board (IRB) representatives
- Office of Clinical Trials staff
- Research Coordinators
- Recruitment service staff
- Office of Research Integrity representatives

Key responsibilities and beneficial skills for team members

- Ensuring that everyone involved at the hub is “onboard” and committed to the ultimate success of the project.
- Planning and executing of the metric.
- Identifying team members at the hub with facilitation, organizational management or quality improvement skills.
- Collecting the information necessary to align with the RBA framework.
- Overseeing the collection of the metric data and tracking hub activities.
- Reporting the metric data.
Questions to consider as a team (this is not an exhaustive list)

- Who will you need to include in your metric team?
- What additional stakeholders do you need to include?
- What data are currently available?
- What additional data will need to be collected?
- What tools will be used to collect data?
- Do additional tools need to be created or identified?
- If a CTMS is not fully implemented will you use surveys to collect data?
- Who has access to the data?
- Who is collecting the data?
- Who will analyze and report the data?

Results-Based Accountability and Scorecard familiarity

- Each hub is assigned two free licenses to access the Clear Impact Scorecard software. Hubs can purchase additional licenses by contacting support@clearimpact.com
- Access the RBA framework video on the CMI webpage to refresh or familiarize your team on the use of the RBA framework. https://clic-ctsa.org/common-metrics-initiative/reporting

Resources

- Common Metrics Website: https://clic-ctsa.org/common-metrics-initiative
- Median Accrual Ratio Metric Operational Guidelines: https://clic-ctsa.org/node/1824
- Contact Email: common_metrics@clic-ctsa.org
- For technical issues regarding the Clear Impact Scorecard: support@clearimpact.com