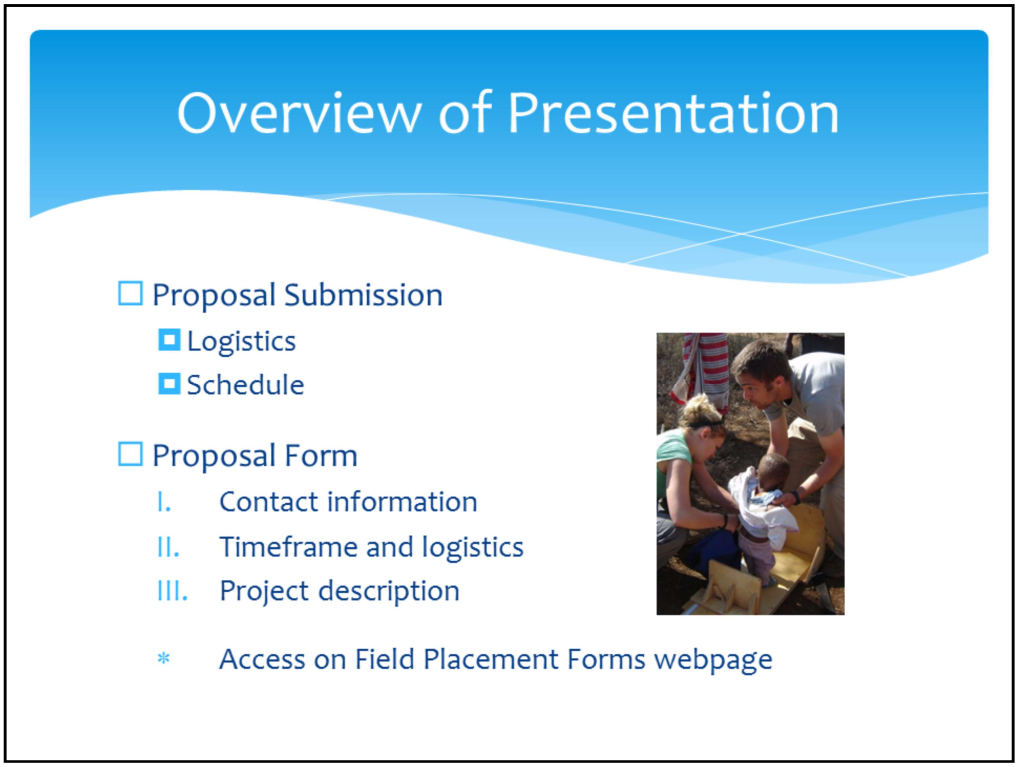
Developing your Proposal

PART 1

18279 MPH Field Placement Preparation

MEDICAL COLLEGE OF WISCONSIN

We are starting the culmination of the field placement preparation course – the development of your proposal. You will spend several weeks on this document because it is very important that it be an accurate reflection of what you will do. You will base your entire field placement on this document, and you will utilize it when you are writing all of the other course requirements – your logs, midpoint review, and final summary report.



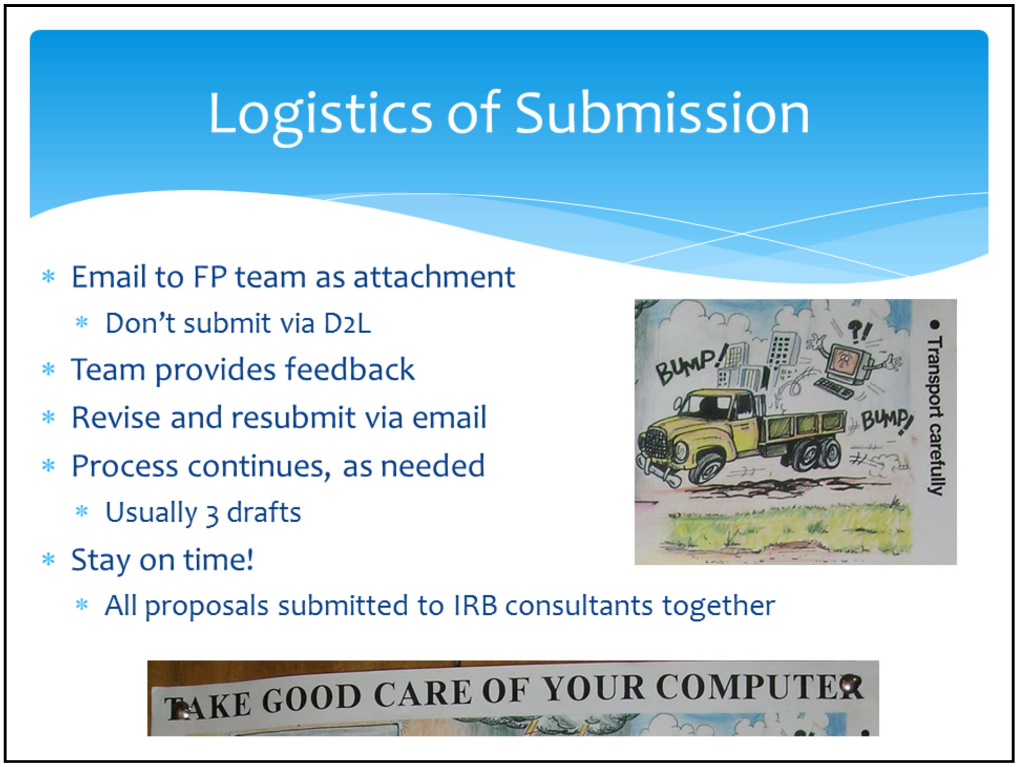
Because there is so much information to provide regarding the development of your proposal, I have split the explanation into two presentations. In this first presentation, I will explain how and at which times to submit your proposal, and I will focus on the first three sections of the form, which incorporate contact information, timeframe and logistics, and the project description. The last three sections of the form will be explained in the next presentation.

As I am reviewing each section of the proposal, it would be helpful if you had the document in front of you. If you do not have a printed copy available or have not opened the document on screen, you may want to pause this presentation and gain access to the proposal form so that you can follow along. The form is available as a Microsoft Word (.doc) document on the Field Placement Forms webpage.

<u>Link</u>

Field Placement Forms webpage:
http://www.mcw.edu/mphprogram/CulminatingExperiences/FieldPlacement/Forms.htm

In this first section, I will provide instructions regarding how you should submit your proposal. I will discuss the logistics of submitting the document as well as the schedule you should follow and my recommendations for maintaining the timeline.



When the first draft of your field placement proposal is complete, you should email the Microsoft Word document as an attachment to your faculty advisor, site preceptor, and me. There is no drop box in this week's folder because you should not submit the proposal via D2L. (Your faculty advisor and site preceptor do not have access to it.) We will provide feedback by email either by writing our comments in the email and/or by using the track changes feature in Word. Then you will revise the document based on our feedback, and this process will continue until we are all satisfied with the proposal as it is written. Usually it takes students three drafts to get a final version, so you have been provided enough time in your schedule for that many submissions.

It is very important that you, as well as your faculty advisor and site preceptor, stay on time and on task during the proposal development process. I cannot submit your proposal to the IRB consultants until your faculty advisor and site preceptor have approved of it, and all of this semester's proposals must be submitted to the IRB consultants at the same time. That means if one student is delayed, you will all be delayed. If a student is severely delayed – whether because he or she did not submit items on time or because his or her faculty advisor or site preceptor did not respond in a timely way – that student may have to wait until the next semester to start his or her field placement.

Submission Schedule

Deadline	Activity / Responsibility
Friday	Submit preliminary draft to me (optional)
Wednesday	I'll provide feedback (if submitted)
Friday	**Submit first draft to Advisor, Preceptor & me**
Wednesday	Advisor, Preceptor & I provide feedback
Friday	**Submit revised draft to Advisor, Preceptor & me**
Wednesday	Advisor, Preceptor & I provide feedback
Friday	**Submit revised (final) draft to Advisor, Preceptor & me**
Friday	Advisor, Preceptor & I provide approval

This is the submission schedule for proposal development. As outlined in the syllabus, you will submit drafts on Fridays. Then your faculty advisor, site preceptor, and I should provide feedback by Wednesdays. As I mentioned, most students need three drafts to finalize their proposal. If you only need two drafts, then your proposal will be complete a week early. If you need more than three drafts, then we will have to squeeze an extra draft into the last week. (I have provided a little extra time in case that is needed.)

I am also giving you the option of sending a preliminary draft to me for feedback. If you submit your draft to me by the Friday of the 10th week, I will provide you with feedback by the following Wednesday.

For certain, you should submit your initial draft to your faculty advisor, site preceptor, and me by the Friday of week 11, and we should provide feedback by the following Wednesday. Then you will have two days to revise your proposal and re-submit it to the team. We will provide another round of feedback by the following Wednesday, and then we are hoping to have a final version by the end of week 13. If you have schedule conflicts – or if you know of any conflicts your site preceptor or faculty advisor have – please let me know, and we will work out an alternate schedule. I will also share this schedule with each of the field placement teams so that your site preceptor and faculty advisor are aware of the expectations.

Since timing is so important and because you cannot control the actions of your faculty advisor and site preceptor, I have some tips and recommendations regarding how to maintain the timeline.

1. Complete your tasks on time or early so that you provide your faculty advisor and site preceptor with sufficient time to complete their tasks.

2. Make sure your faculty advisor and site preceptor know when they should provide you with feedback. Indicate the date by which you would like their response in the body of the email, and consider placing it in the subject line. For instance, your subject line might read "Field Placement Proposal – please respond by July 20th".

3. If you have not received a response by the morning of the deadline or even the evening before, it is okay to send a gentle reminder. For instance, you might write, "I was hoping to have your feedback today, July 27th. Will you have a chance to look at my proposal today? If not, when do you think you'll get an opportunity? I really value your feedback."

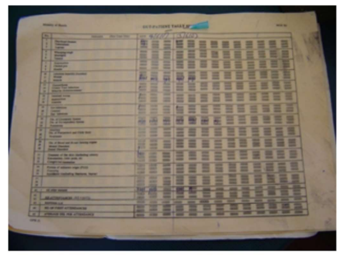
4. If you do not receive feedback from one of your field placement team members before the time you are supposed to submit your next draft, you should still submit the next draft. Do not wait for their feedback. Instead, revise your proposal based on the feedback you have received from other team members, and hope that the individual provides feedback on your next draft.

As I have mentioned before, you can access the proposal form on the Field Placement Forms webpage. It is available as a Microsoft Word (.doc) document in the first section on the page, which is entitled Students, and a few samples are available as a PDF. (The various samples are in the same document, so if you are looking for the second one, just scroll down past the first.)

When you open the proposal form, you will notice that the first three pages provide instructions while the last five make up the actual form you will complete. When you submit the first draft of your proposal, feel free to delete the instruction pages at the beginning. You will not need those anymore. (If you do not delete them, that is okay. I will delete them for you the first time I provide feedback.) As I mentioned before, the proposal is broken into six sections, but in this presentation, I will just explain the first three sections, which incorporate contact information, timeframe and logistics, and your project description.

Part I – Contact Information

- Provide information for
  - Yourself
  - Faculty Advisor*
  - Site Preceptor*
  - Site / Organization
  - * Include credentials
- Ask if information unknown



In the first section, you are asked to provide contact information for yourself, your faculty advisor, your site preceptor, and your site, meaning the organization with which you will work. Please be as thorough as possible. Make sure to include your faculty advisor's and site preceptor's credentials; highlight whether they have an MPH, PhD, MD, or other degree, if applicable. If you are missing information about your faculty advisor, please let me know, and I will provide that for you. Also, if you do not know whether the organization has its own IRB or would require an IRB review of your project, you should ask your site preceptor.

Part II – Timeframe & Logistics

- Semester(s) & years(s)
- Start & end dates
  - Timeline of Responsibilities
  - Graduate School's Academic Calendar
- Hours per week & meetings with preceptor
- Stipend
  - MPH program not involved in discussion
- CITI training

In the second section of the field placement proposal form, you will fill in the blanks and check the boxes to provide information about the timeframe and logistics of your project. The semesters and years refer to which semesters you will be enrolled in Field Placement. (In case you are wondering, you do not need to list the current semester, in which you are enrolled in Field Placement Preparation.) Your start date should correspond to the beginning of a semester and should be as listed on the Timeline of Responsibilities or the Student Responsibilities Checklist with Deadlines. Your anticipated end date should correspond to the end of a semester unless you have made other arrangements. To determine when each semester ends, check out the Graduate School's academic calendar.

The average hours per week at the site will be determined by how many hours you are required to complete. For most students, that will be 80. Additionally, it will be determined by the arrangements you have made with your site preceptor. If you have not yet discussed with your site preceptor how often you plan to meet or whether they will provide you with a stipend, now is the time to do so. Please recall, the MPH program will not be involved in any discussions regarding payment for your services. If the organization will provide you with a stipend, that discussion will be solely between you and them. The next question refers to the date you completed your CITI training, and if you do not remember the date, you may ask me.

Part II – Timeframe & Logistics (cont.)

* IRB consultant questions
  * Funding from research grant
  * Identifiable private health info
    * UCSF HRPP List of Identifiers
  * Interaction with participants
    * Refer to lecture: IRB Review Processes for MPH Students
  * Plans for publishing or submitting as a poster abstract or journal article
    * Encouraged to publish

The final four questions ask about funding from a research grant, identifiable private health information, interaction with participants, and your plans for dissemination. These are the questions our IRB consultants asked us to include in the proposal form because these are the issues that help them decide whether your project incorporates human subject research. Think carefully about each of these questions, and answer them honestly. (In case you were wondering, it will not help you to answer "no" to the questions when the answer should really be "yes".)

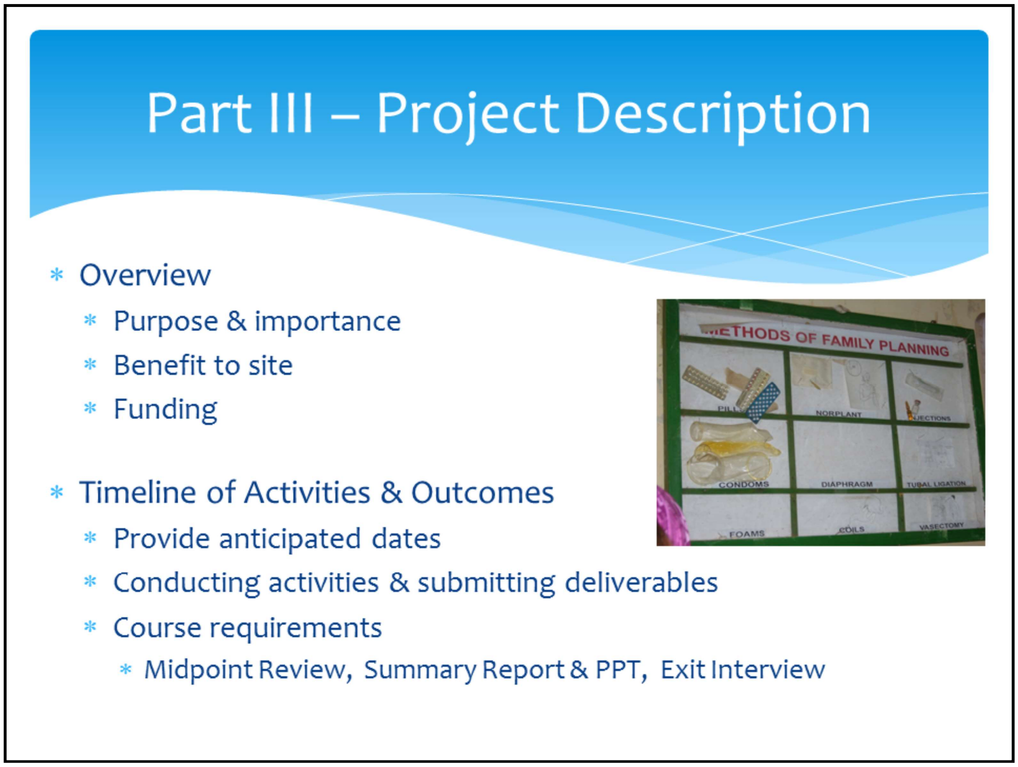
As we discussed during the presentation entitled IRB Review Processes for MPH Students, private health information can be identifiable in many ways. I have provided the link to the University of California, San Francisco Human Research Protection Program webpage to refresh your memory regarding the 18 identifiers outlined in HIPAA, the Health Insurance Portability and Accountability Act.

Regarding interaction with participants, please recall that it is considered interaction if anyone ever interacted with the participants, even if it happened before you were involved in the project. If you are utilizing the data they collected, it would be considered interaction. However, it might not be considered interaction if you are gathering information about a population other than the individuals with whom you are interacting. For more information about these topics, please refer back to the presentation I just mentioned, IRB Review Processes for MPH Students.

By asking about your dissemination plans and highlighting that this question helps determine whether your project is considered human subject research, we are not trying to discourage you from publishing. In fact, we strongly encourage you to publish your findings in a journal or organizational report or present them at a conference, such as the Wisconsin Public Health Association annual meeting.

<u>Link</u>

UCSF Human Research Protection Program HIPAA-PHI List of Identifiers:
http://www.research.ucsf.edu/chr/HIPAA/chrHIPAAphi.asp



In the third part of the field placement proposal, you will describe your project in narrative format. This section may be slightly different than it was when the sample proposals were developed, so they may not include all of the information you are being asked to incorporate. Feel free to use the samples as a guideline, but remember to make your proposal fit the project you are working on. Additionally, you will provide a lot of written information in this section, but it does not necessarily need to be in complete sentences. If bullet points or another organization format fit your project, then please use them.

When describing your project, you should first provide an overview. Explain the purpose of your project. Why is it important? Also describe how it will benefit the organization with which you are working. Why did they identify this project as a need? Then, indicate any funding you and/or the project will receive, particularly if the funding is coming from a research grant. If you will not receive any funding, make sure to note that, as well.

The next section incorporates more than just a list of your activities. You should fit the activities into a timeline and describe what the outcomes will be. In this section, you want to answer the following questions: What will you do, and when will you do it? What will you develop or create, and when will you submit that to your organization? Make sure to include course requirements in your timeline. For instance, you should indicate when you plan to complete your midpoint review, submit your summary report and powerpoint presentation, and hold your exit interview.

You should refer to the Timeline of Responsibilities or Student Responsibilities Checklist with Deadlines to get a feel for when items should be completed. Let me also provide some general information and explanation right now. The midpoint review should occur around the halfway point of your project. If you are enrolling over two semesters, the midpoint review should occur before the end of the first semester (even if that is a little early because you are not quite half done with your project). The review provides your faculty advisor with something concrete on which to base your first semester's grade. You should submit your summary report and powerpoint presentation a week before your exit interview so that your field placement team has sufficient time to review it before the meeting, and the exit interview should occur before the end of the last semester in which you are enrolling in field placement. If you would like more advice specific to your project, I would be happy to offer it. Just let me know.

With regard to your actual project activities and outcomes, we will discuss those in further detail in the next presentation when I explain how to write learning objectives.

Part III – Project Description (cont.)

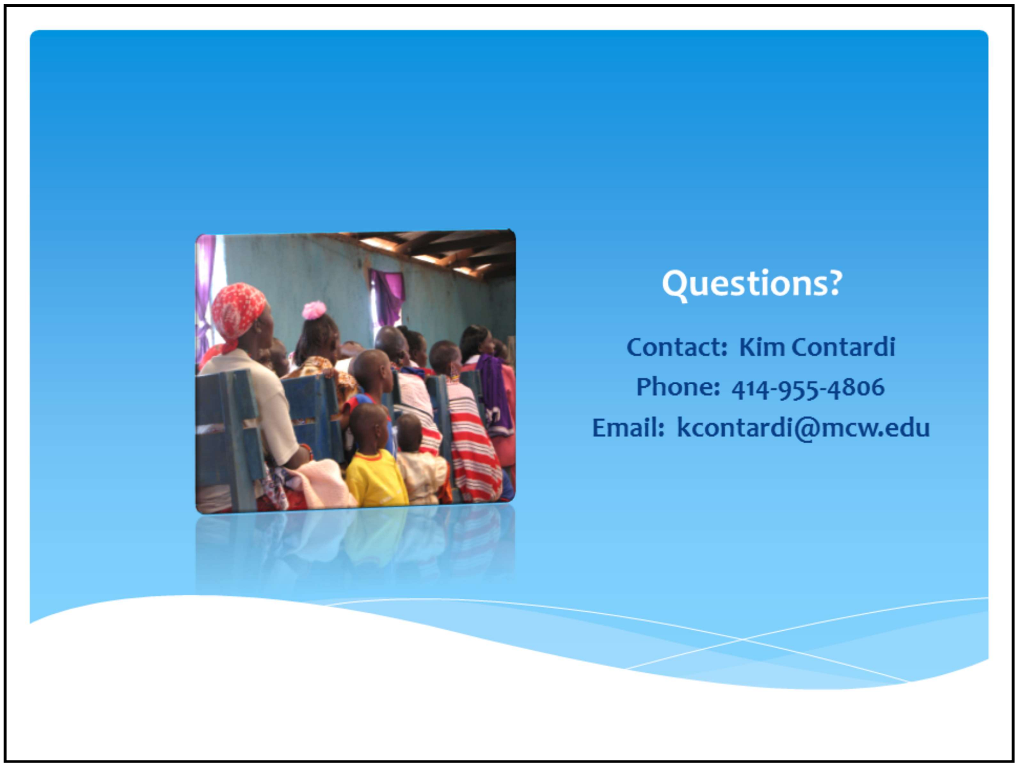
* Participants / Private Health Information
  * Surveys / questionnaires
  * Focus group discussions
* Resources Needed
  * Workspace / equipment
  * Access to information / data / personnel
* Disseminating Information
  * Publish / submit
  * Poster abstract / journal article

The next section of the project description relates to participants and private health information. I provided a little review of these topics two slides ago and they were discussed in detail earlier in the semester, so I will not provide much additional information here. In the proposal form, the IRB consultants have highlighted surveys, questionnaires, and focus group discussions, but please keep in mind that those are not the only ways in which you could access private health information or interact with participants. In Part II of the proposal form, you are asked two questions: whether you will work directly with identifiable private health information and whether you will interact with participants. To respond, you just check a box answering “yes” or “no”. Here, in Part III, you have the opportunity to explain your answer.

If you are not planning to work with participants or private health information, you need to explicitly state that in this section. If, on the other hand, any of your activities might be considered interaction with participants or accessing private health information, then you should describe what you are planning to do and how. To whom will you administer the survey or questionnaire? What will you ask them about? If you are administering a questionnaire to professionals about their professional opinions regarding a population, you would explain that here. With sufficient information, the IRB consultants may not consider it human subject research. Additionally, if the project on which you are working already has IRB approval, you would want to incorporate detailed information about the project as well as specifics regarding the IRB approval in this section.

In the next section, you will describe the resources you will need, but this is an area that is part of developing learning objectives, so additional information will be provided in the next presentation. In considering which resources you will need, think not only about the physical objects you need, such as a computer or specific equipment, but also other needs, such as access to information, data, or specific personnel. When you describe the resources you will need, also explain how you will access them. For instance, your site preceptor might introduce you to the individuals you will meet with or you might have to complete a confidentiality training before you can access the organization’s data. Also, do not just list the resources you need from the organization; make sure to list all of the resources you will need, even if you already have access to them. For instance, if you plan to utilize your personal computer, that should be listed.

In the disseminating information section, you should describe what you plan to do with the results of your project. The IRB consultants have highlighted a few opportunities, such as publication, presenting a poster, and submitting an abstract. However, those examples are not all inclusive. Most students present their work to stakeholders, such as the leadership of the organization with which they are working. That information should be incorporated in this area. We encourage students to publish and present their results, and we support all forms of dissemination – from local board rooms to national conferences.



This completes the explanation regarding the first three sections of the proposal. As I have mentioned several times, I will describe the rest of the proposal in the next presentation. In the meantime, please do not hesitate to contact me with any questions or concerns you have.