Implementing your Field Placement

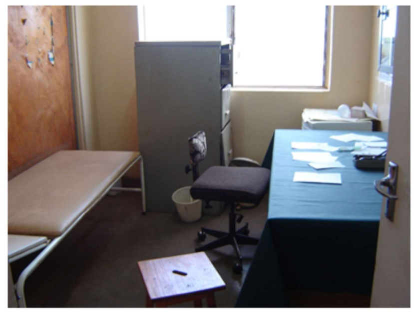
18279 MPH Field Placement Preparation

MEDICAL COLLEGE OF WISCONSIN

In this presentation, we will discuss your next steps, which will occur after completing the Field Placement Preparation course when you are enrolled in 18280 MPH Field Placement.

Overview of Presentation

* Starting your Field Placement
  * Eligibility to begin
* During your Field Placement
  * Site Orientation
  * Monthly Log
  * Midpoint Review



This presentation is broken into two different sections. The first describes what must occur in order for you to be eligible to start your field placement, and the second describes your course responsibilities as you work on your project.

To be eligible to start your field placement, a number of conditions must be met. In this section, I will explain the IRB consultant review as well as other requirements.

IRB Consultant Review

* After Site Preceptor & Faculty Advisor approve
* Usually takes few weeks for review
* Possible IRB consultant responses
  * Approve
    * All set!
  * Request additional info
    * Provide ASAP

By now, your proposal should be finalized, and you should have approval from your site preceptor and faculty advisor. Once all the students' proposals have been finalized, I will submit them to our IRB consultants. At that time, I will notify you that the proposals have been submitted and identify when I expect to hear the IRB consultants' response. It usually takes a few weeks for them to review the proposals, so you will have a little break.

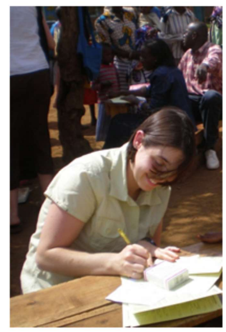
Once the IRB consultants have reviewed all of the proposals, they will send their determinations to me via email, and I will pass that information along to you and your field placement team. There are a number of different ways the IRB consultants could respond to your proposal.

• If they determine that none of your project activities involve human subject research, then they will approve your proposal, and you will be all set.

• If they are unsure about some of your activities, they will ask for more information. If this happens, you should answer the IRB consultants' questions as quickly as possible. Sometimes it takes them a little while to review the additional information, so the sooner you can submit it, the sooner you will receive their final determination.

IRB Consultant Review (cont.)

- Possible IRB consultant responses (cont.)
  - Require formal IRB review process
    - Revise project & resubmit to IRB consult.
    - Submit application to MCW IRB
      - Need MCW faculty member as PI
    - Submit application to another IRB
      - Need authorization agreement



• If your proposal clearly indicates that your project involves human subject research, the IRB consultants will state that your project must go through a formal IRB review process. Now, if this happens, you have several options.

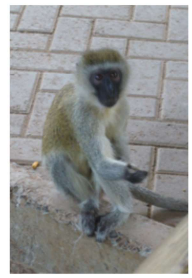
• One option is to revise your project, removing the human subject research activities. I would then resubmit your proposal to the IRB consultants. Please note, you only have the option to do this once. The IRB consultants will not be part of a multiple draft revision process, meaning you only have one chance to revise your proposal.

• A second option is to submit an application to the Medical College's IRB. To do this, you must identify a faculty member who will act as your principle investigator (PI). Remember, this faculty member will be legally and professionally liable for your project, so it is a heavy burden for that person to bear.

• Another option is to submit an IRB application to another institution. As we discussed in the presentation entitled IRB Review Processes for MPH Students, we would need to put an authorization agreement in place in order for us to utilize the other institution's IRB's determination. To do this, we would need to provide the Medical College's IRB with detailed information about the application because they are the ones who will contact the other institution's IRB and put the authorization agreement in place. Please note, even if you receive approval from the other institution's IRB, you will not be eligible to start working on your field placement until this authorization agreement is in place.

Needed to Start Field Placement

- Field Placement Preparation course responsibilities
  - Student Interest Form / Resume / Comp. Self Assess.
  - CITI training
- Proposal approved
  - Site Preceptor
  - Faculty Advisor
  - IRB Consultant
  - FP Coordinator
- Site materials submitted
  - Site application, inc. preceptor's resume
  - Affiliation (legal) agreement



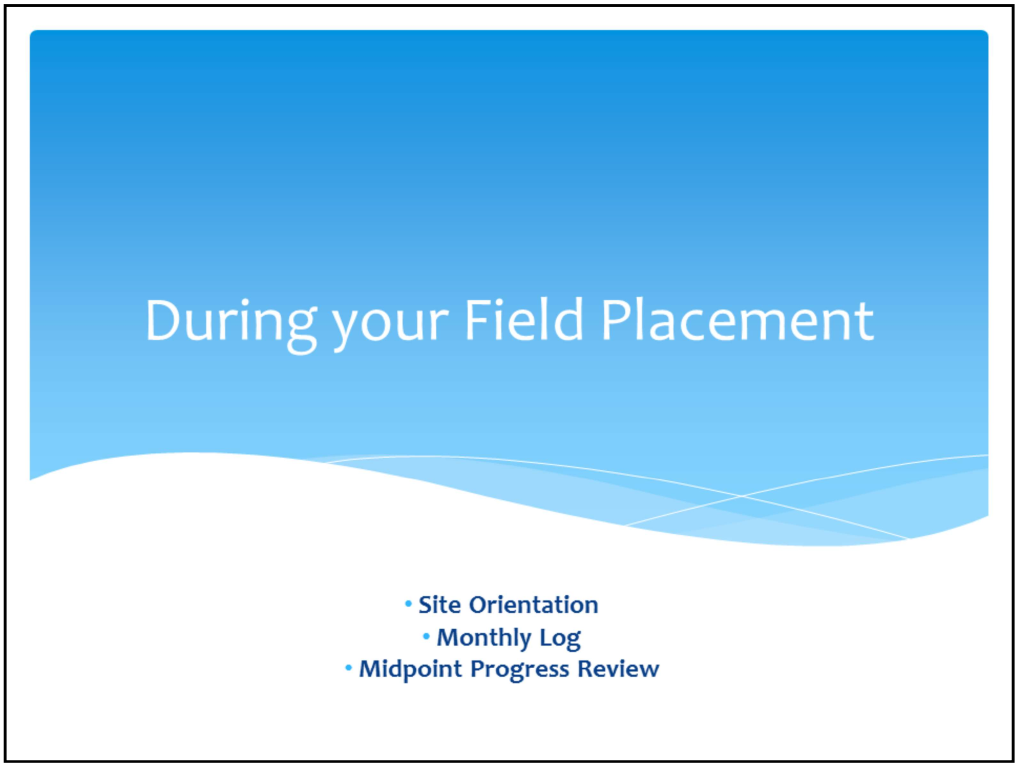
To be eligible to start your field placement, a number of conditions must be met.

First, you must have completed all of your responsibilities and assignments related to the Field Placement Preparation course. This includes the initial set of documents, incorporating your student interest form, resume or CV, and competency self assessment, as well as your CITI training in the protection of human research subjects.

Next, your proposal must have been approved by your site preceptor, faculty advisor, IRB consultant, and me. We discussed the IRB consultant review in the last slide, so I will not review those requirements again here.

Finally, all of your site's materials must be completed. Please recall that the organization with which you work, your site, is required to submit information and agreement utilizing a few different forms. They must submit a site application, including the resume of your site preceptor, and they must sign the affiliation agreement, which is the legal agreement, with the Medical College. Until the site has completed all of these steps, you will not be eligible to start working on your project.

Once all of these conditions have been met, I will send you an email stating you may officially begin your field placement.



While conducting your field placement, you will have course responsibilities to fulfill, including completing a monthly log and conducting a midpoint progress review. First, though, your site preceptor will provide you with an orientation to your organization.

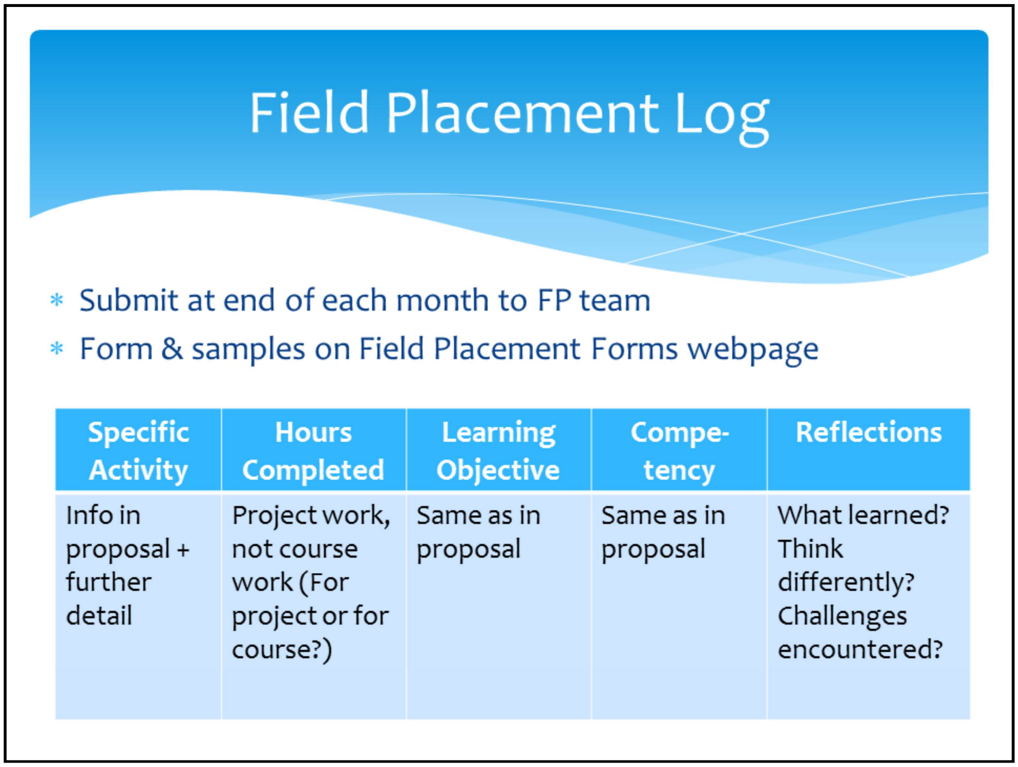
Site Orientation

- Overview of organization
  - Mission & vision / services / safety
- Contact hours
  - Phone vs. email
  - During which hours
- Meetings

Once you have received the email notification from me, stating you may begin your field placement, you will go through an orientation at the site. During this orientation, your site preceptor should review the mission and vision of the organization, provide an overview of the services offered, and explain any work or safety rules and codes of conduct.

The two of you should also develop a schedule of contact hours. Determine the answers to these questions: How will you contact one another? What are the best methods for reaching each other? Should you wait until your next in-person meeting, or should you call or email in the meantime? During which hours should you communicate?

Additionally, the two of you should set up regular times to meet with one another. This will allow your site preceptor to provide you with constructive feedback on your project and progress.



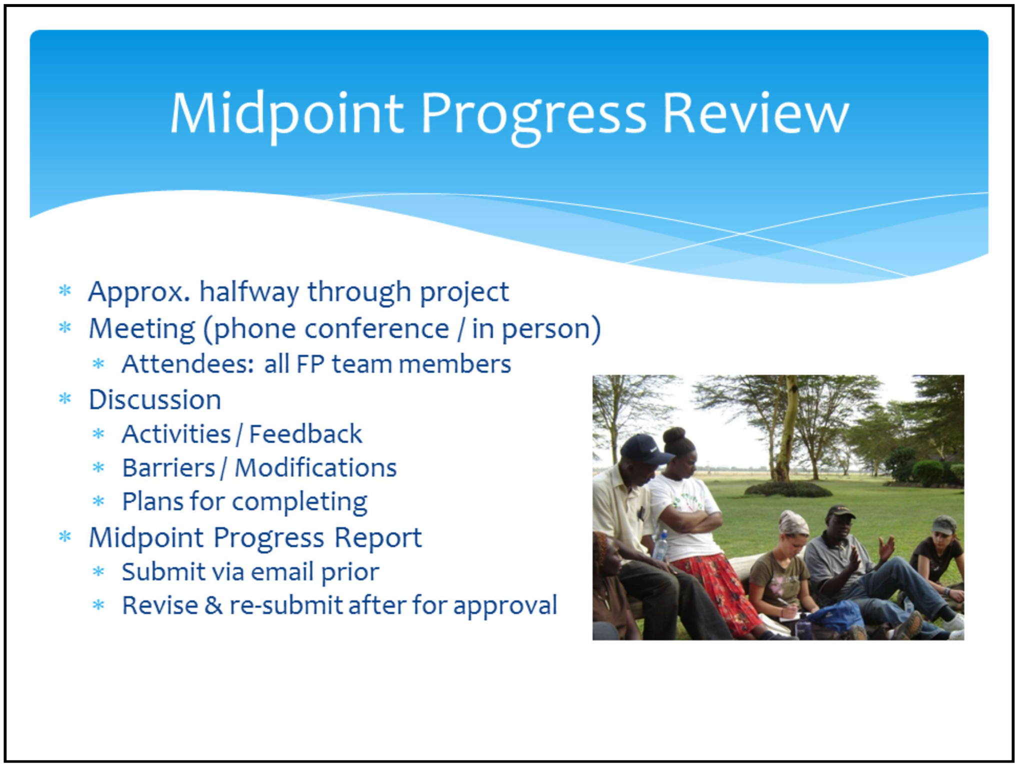
At the end of every month, you should submit a field placement log to your faculty advisor, site preceptor, and me. You can access this document on the Field Placement Forms webpage, and there are instructions on the first page. (There are samples on the Field Placement Forms webpage, too.) Two of the columns on the form, those labeled learning objective and competency, are the same as those in the chart of competencies and learning objectives in your proposal. You should feel free to copy information from your proposal to the log. For the activities column, you may also copy information from your proposal, but be sure to provide additional detail. If you searched for best practices or reviewed the literature, be sure to list where you searched and what you found. If you worked on a report, be specific about what you accomplished.

For the hours you have completed, you should just list the number for each row or activity. These hours should be in full hour or half hour increments. (You don't need to record your hours down to the 15-minute increment.) You also do not need to list the specific date you completed the activities, although you should feel free to do so, if you would like. It is important that these hours correspond to project work, not coursework. Project work incorporates activities related to the project or organization. For instance, if you conducted background research, whether at the organization or at home, that would be counted. Additionally, if you traveled from the site to another location, your driving time could be counted. However, driving from your home to the site should not be counted. Furthermore, coursework, such as completing the log form, should not be counted. When debating whether an activity is coursework or project work, ask yourself: Am I doing this for the organization because it benefits the project, or am I doing this because it is a course requirement?

The final column on the log form is reflections. In this section, you should do more than just say you really enjoyed one activity or another. You should reflect on those activities by asking yourself a few questions.

- What have you learned – about yourself, the organization, your working situation, or anything else – by engaging in these activities?
- Have they made you think differently about your project, the field of public health, or the world in general?
- Are you progressing faster or slower than you anticipated? If so, why?
- Have you encountered any challenges? How did you overcome those challenges?

This section of the log is not meant to be as much academic as it is experiential. Remember, the field placement is an important experience in your MPH program, so you should regard it as more than just a course.



Approximately halfway through your field placement, we will conduct a midpoint progress review. If you are enrolling in field placement over two semesters, this review should occur just before the end of the first semester. Even if you are not quite halfway through your project, it is a great opportunity to check on your progress, and it provides your faculty advisor with something concrete on which to base your first semester's grade.

The midpoint progress review can be held in person or via phone conference. All field placement team members should attend, so that means you, your site preceptor, faculty advisor, and I should all be there. During the meeting, we will discuss how your project is going thus far. You will explain which activities you have completed, what you have accomplished, and what you have learned. During this time, all members will provide feedback about the project and your progress. We will also discuss any barriers you have encountered and any modifications that need to be made to the project. Finally, we will finish the meeting by discussing your plans for completing the project, including an expected timeline.

To help guide the discussion during the midpoint progress review, you will complete a midpoint progress report. You can access the document on the Field Placement Forms webpage, and samples are available on that website, too. You will email an initial draft of the report to your faculty advisor, site preceptor, and me a few days before the scheduled meeting. Then, after the meeting, you will revise the document based on our discussion, and you will email it to your team members for approval. Your faculty advisor and site preceptor will provide approval via email, as they did for the proposal.

As you can see, once you start your field placement, most of your accomplishments and responsibilities will be to your site, not the course. However, it is important not to forget the coursework entirely, and please make certain you have formal approval to begin project work before doing so. As always, if you have any questions or concerns, do not hesitate to contact me.