ASTCT Staffing Model Committee Update:
Launch of the New ASTCT Staffing Survey

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Conflicts of Interest/Disclosures

Amy Emmert – None

Speaker Contact Information

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Learning Goals

1. To instruct centers in the use of the new ASTCT Staffing Survey
2. To learn how the staffing survey was developed
3. To engage center members in providing input on continuing improvements to the survey
Background

Members of the ASTCT Staffing Sub-Committee of the Administrative SIG carried out several ad hoc staffing surveys over the past few years:

- Social work/case management
- Data Management
- BMT coordination
- Apheresis staffing
- Advanced Practice Providers

The output from these surveys provided useful lessons in the differences and similarities among centers.

We decided to begin building an all staff, annual survey.
Why do we need a staffing survey?

- Staffing resources play a key role in operational, quality, and clinical effectiveness
- Ability to compare staffing levels with aggregated center staffing can help centers argue for sufficient staffing
- Operations research can be conducted which incorporates staffing models and levels
- CIBMTR, FACT and others can benefit from awareness of the staffing needed to meet regulatory requirements
- The ASTCT community is missing out on this type of resource which UNOS has provided for many years
Goals for the survey

1. Create a standard annual survey to open each year with a window of time for data entry

2. Ensure intuitive ease of use of the survey without need for extensive instructions

3. After initial completion of the survey, subsequent updates and revisions must be relatively easy and efficient to complete

4. Provide an opportunity for cell therapies and transplant centers to compare their staffing to other centers by type, size, region, or across the U.S.

5. Create a confidential database that can be accessed in aggregated ways to perform analysis and operations research
How we created the survey

• Input from administrative, faculty, nursing, cell processing, and quality staff

• Created “generic” roles to get away from specific titles that may differ from center to center

• Feedback from ASTCT Executive Committee and other leaders helped define several ways to define center “types” for comparison and analysis
  
  examples: Adult, Pediatric, Adult & Pediatric

• ASTCT and Smith Bucklin agreed to build the survey tool for the transplant and cell therapies community
Where: ASTCT Website – under the new Practice tab

• For this year, create a new survey response from scratch
  - This initial set-up of your survey will require a fair amount of effort

• Once created, in future years you will be able to open your survey and simply update it

• Please report issues with functionality to info@astct.org

• Provide any general suggestions to amy_emmert@dfci.harvard.edu

• Always please use the subject line ASTCT Staffing Survey in your email
Important limitations to understand in 1st year

• For this first year, the tool must be completed in one session

  *You will not have an option to save a partially completed survey and then come back later to finish and submit*

• The developers have created a printable version of the survey so that the data can be gathered manually prior to input and submission

  *This link is found at the top of Step 1 of the survey*

• This first version of the survey leaves all adult and pediatric data fields open regardless of the type of center

  *In a future version, we hope that non-applicable fields can be grayed out or not showing - it is fine to leave non-applicable fields blank*
Step 1 - The Center Profile

Consists of questions regarding characteristics of the center

You can download and print a copy of this form to record your responses for input into the form at a later time. All responses to this survey must be submitted electronically.

Program Information

Medical Center Name: 
Medical Center State:  
Select number of satellite clinics:  
CIBMTR center number:  
Pediatric and/or Adult Program Status:  
Non-Profit Status/For-Profit Status:  
Which of the following best describes the facility that operates your transplant program?

If you selected "Other," please explain:  
Exempt Cancer Center Status:  
Is Your program affiliated with a teaching program?  
Program Affiliations:  
If you selected "Other," please explain:  
Donor Collection Center for NMDP or other donor registry:  
Dedicated Fellowship Program for HSCT and/or IEC:  

Clinical Site of Care

Does your program have inpatient beds exclusively dedicated to the care of transplant/cell therapies recipients?  
If you selected "Other," please explain:  
Does your program have an ambulatory setting (clinic, etc.) exclusively dedicated to the care of transplant/cell therapies recipients?  
If you selected "Other," please explain:  
Cell Apheresis:  
If you selected "Other," please explain:  

Printable version of survey

Next →
Step 2 – Volume

Volumes are broken out into therapy types, collections and other activities

Total cellular therapies performed in calendar year 2020

Please indicate volume as applicable

<table>
<thead>
<tr>
<th>Therapy Type</th>
<th>Adult</th>
<th>Pediatric</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAR-T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other IEC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Collections performed in calendar year 2020 for allogeneic - related transplants

<table>
<thead>
<tr>
<th>Therapy Type</th>
<th>Adult</th>
<th>Pediatric</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBSCs</td>
<td></td>
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<tr>
<td>Marrow</td>
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<tr>
<td>DLI</td>
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</tbody>
</table>

Collections performed in calendar year 2020 on behalf of the NMDP or other

<table>
<thead>
<tr>
<th>Therapy Type</th>
<th>Adult</th>
<th>Pediatric</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBSCs</td>
<td></td>
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</tbody>
</table>
Steps 3, 4, 5: FTEs – how to report staffing levels

1. Report only full-time equivalents (FTEs) dedicated to the care and coordination of patients receiving the specific therapy indicated or engaged in the responsibilities listed

2. How the salary is allocated is not relevant to this survey – report all FTEs engaged in the specified role regardless of source of funding

3. FTEs are different from the number of people working in a role
   • 1 FTE = 2080 hours/year
   • No individual person’s effort should add up to greater than 1 FTE across all roles they may be engaged in – split an individual’s effort as appropriate and only report portion of effort dedicated to transplant and cell therapies

4. Report FTEs for the listed roles, which is not the same as organizational titles
   • Definitions of roles can be found if you hover over the blue buttons that look like this:
Step 3 – Clinical FTEs

Clinical Full-Time Equivalencies (FTE) Dedicated to Stem Cell Transplant and Cellular Therapies

**NOTE:** Divide effort of staff proportionally to volume and workload across any role or across tabs and any individual may not contribute effort greater than 1.0 FTE across all roles.

### Autologous (AUTO) Stem Cell Transplant

<table>
<thead>
<tr>
<th>Position/Role</th>
<th>Adult</th>
<th>Inpatient</th>
<th>Program/General</th>
<th>Pediatric</th>
<th>Inpatient</th>
<th>Program/General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician - AUTO transplant</td>
<td></td>
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<tr>
<td>Advanced Practice Provider (NP/PA) - AUTO</td>
<td></td>
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</tr>
<tr>
<td>Transplant Nurse Coordinator (RN) Pre-transplant - AUTO</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Transplant Nurse Coordinator (RN) Post-transplant - AUTO</td>
<td></td>
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</tr>
<tr>
<td>Research Nurse (RN) Transplant - AUTO</td>
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</tbody>
</table>

### Allogeneic (ALLO) Stem Cell Transplant

<table>
<thead>
<tr>
<th>Position/Role</th>
<th>Adult</th>
<th>Inpatient</th>
<th>Program/General</th>
<th>Pediatric</th>
<th>Inpatient</th>
<th>Program/General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transplant Coordinator (non-RN) Post-transplant - AUTO</td>
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</tr>
</tbody>
</table>
# Step 4 – Program FTEs

**Non-Clinical Full-Time Equivalencies (FTE) Dedicated to Stem Cell Transplant and Cellular Therapies**

*NOTE: Divide effort of staff proportionally to volume and workload across any role or across tabs and any individual may not contribute effort greater than 1.0 FTE across all roles*

## Administration and Finance

<table>
<thead>
<tr>
<th>Position/Role</th>
<th>FTE Adult</th>
<th>FTE Pediatric</th>
<th>Total FTEs Reported are Dedicated to Transplant and Cell Therapies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator (VP, Executive Dir/Administrative Dir/Sr. Dir (with management training))</td>
<td></td>
<td></td>
<td>Select -- 3</td>
</tr>
<tr>
<td>Center Director (with any clinical training)</td>
<td></td>
<td></td>
<td>Select -- 2</td>
</tr>
<tr>
<td>Practice Manager</td>
<td></td>
<td></td>
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<tr>
<td>Administrative Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business/Financial Manager</td>
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</tr>
</tbody>
</table>

## Quality and Data - AUTO and/or ALLO Transplant

<table>
<thead>
<tr>
<th>Position/Role</th>
<th>FTE Adult</th>
<th>FTE Pediatric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Cycle/Access Manager/Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Cycle Access/Financial Counselor</td>
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<td></td>
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<tr>
<td>Information Services Systems Administrator/Programmer/Analyst</td>
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<tr>
<td>Quality Director/Regulatory Officer</td>
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<tr>
<td>Quality Assurance Manager</td>
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<td></td>
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<tr>
<td>Quality Assurance/Improvement/Control Specialist</td>
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<td></td>
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<tr>
<td>Outcomes Data Analyst/Data Quality Control Analyst</td>
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<td></td>
</tr>
</tbody>
</table>
Step 5 – Cellular Therapy Laboratory FTEs and product and manufacturing/processing volume

This form combines product volume and FTEs for cell processing labs

- Allows labs to report FTEs and product volume rather than cell therapies volume
- Special reports for labs will be provided
Step 6 – Submit

- Submission should be completed after all data has been entered
- The 2020 survey will open on March 1 and close on May 31, 2021
- Please report issues with functionality to info@astct.org

You can download and print a copy of this form HERE.

The information submitted in this survey will be used only to gain a better understanding of staffing models at cellular therapy/BMT transplant institutions across the United States. The data will be anonymized and will not be identifiable in any future publications. Any personal information that could identify your institution will be removed or changed before files are shared with others. By completing this survey, you do agree to share your submission data with other participants of the survey.
Reporting

Each center’s submission will be compared to the aggregate data for all reporting centers, filtered by specific parameters

• Initial comparison parameters will include:
  - Program type (Adult/Pediatric/Both, Inpatient/Outpatient)
  - Geography (CIBMTR Regions)
  - Program size (volumes)
  - Laboratory and Quality staffing
Reporting, continued

Reports will be distributed to the contact person listed in the Center Profile

- Sent only to centers who complete and submit the survey

All submissions are confidential

- Only the submitting center will have access to their reported numbers

- All numbers for comparison will be aggregated

Limited by the accuracy of data submissions – so please submit accurate, exact numbers!
Future Reporting

Fields will be added to the data form according to industry trends

Self-service reporting is planned

• Potential for centers to select parameters that will be best suited to each center's needs and interests

Based on feedback from centers, ASTCT will continue to develop pre-formatted reports for participating centers
Important Points to Remember

- One submission for each CIBMTR center number
- At least one director (administrative, nursing, or medical) must be an ASTCT member
- Use the printable version of the survey to prepare for data entry
- Carefully think about how to report FTEs – consider making up a spreadsheet if you have many staff playing multiple roles
Survey officially opens March 1 and closes May 31

• We need everyone to participate!!
• This is for you!
• Please report issues with functionality to info@astct.org
• Provide any general suggestions to me at amy_emmert@dfci.harvard.edu
  - Please use the subject line ASTCT Staffing Survey when emailing inquiries, suggestions or reporting problems
Finally

Dataset will be used for intended purpose of providing reports to centers.

Access to the dataset for research purposes will be considered on a case-by-case basis:

- An ASTCT Staffing Survey Data User Committee will be established, made up of interdisciplinary members to review data and new field requests once we have sufficient participation and 2-3 years of data.

- Any special requests for research purposes should be submitted to: Anna Hawkshead (AHawkshead@ASTCT.org)
Credits

- Amy Emmert, Vice President, HSCT & Cell Therapies Service Line, Dana-Farber Cancer Institute
- Clint Divine, Senior Director, BMT & Cell Therapies Program, University of Kansas Cancer Center
- Anna Hawkshead, ASTCT Senior Education Associate
- Dan Castro, ASTCT Chief Financial Officer
- Patrick Goar, ASTCT IT Manager
- Brian Teague, SmithBucklin Vice President, Financial Management & Accounting Services
- Many helpful faculty and staff who reviewed the concept and forms!