



Reporting Metrics: Proving Your Worth

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School of
**COMMUNITY
MEDICINE**

Office for Research Development and Scholarly Activity

ORDSA

Conflict of Interest Disclosure

- We have no conflicts of interest to report for this presentation.

Roadmap

- Provide background of institution.
- Review the history and function of our office.
- Explain our reporting efforts.
- Describe how we landed on Microsoft (MS) Lists.
- Discuss strategies to build buy-in.
- Explore new directions.



Institutional Background

- The University of Oklahoma Health Sciences Center (OUHSC) is comprised of seven colleges, located in Oklahoma City.
- The OU College of Medicine (COM) is the largest component of the OUHSC campus and is at the center of OU Health.
- The OU-TU School of Community Medicine (SCM), located in Tulsa, is an integrated track within the COM.
 - The SCM has 150 faculty and ~120 medical students across four years.

ORDSA History

- The Office for Research Development and Scholarly Activity (ORDSA) is a college level office that provides research support to the SCM and a small cadre of College of Public Health faculty.
- ORDSA was created in 2016 with two staff, providing statistical analysis and administrative support to faculty across the SCM.
- Currently, we have six staff and 10 ORDSA-affiliated faculty members.

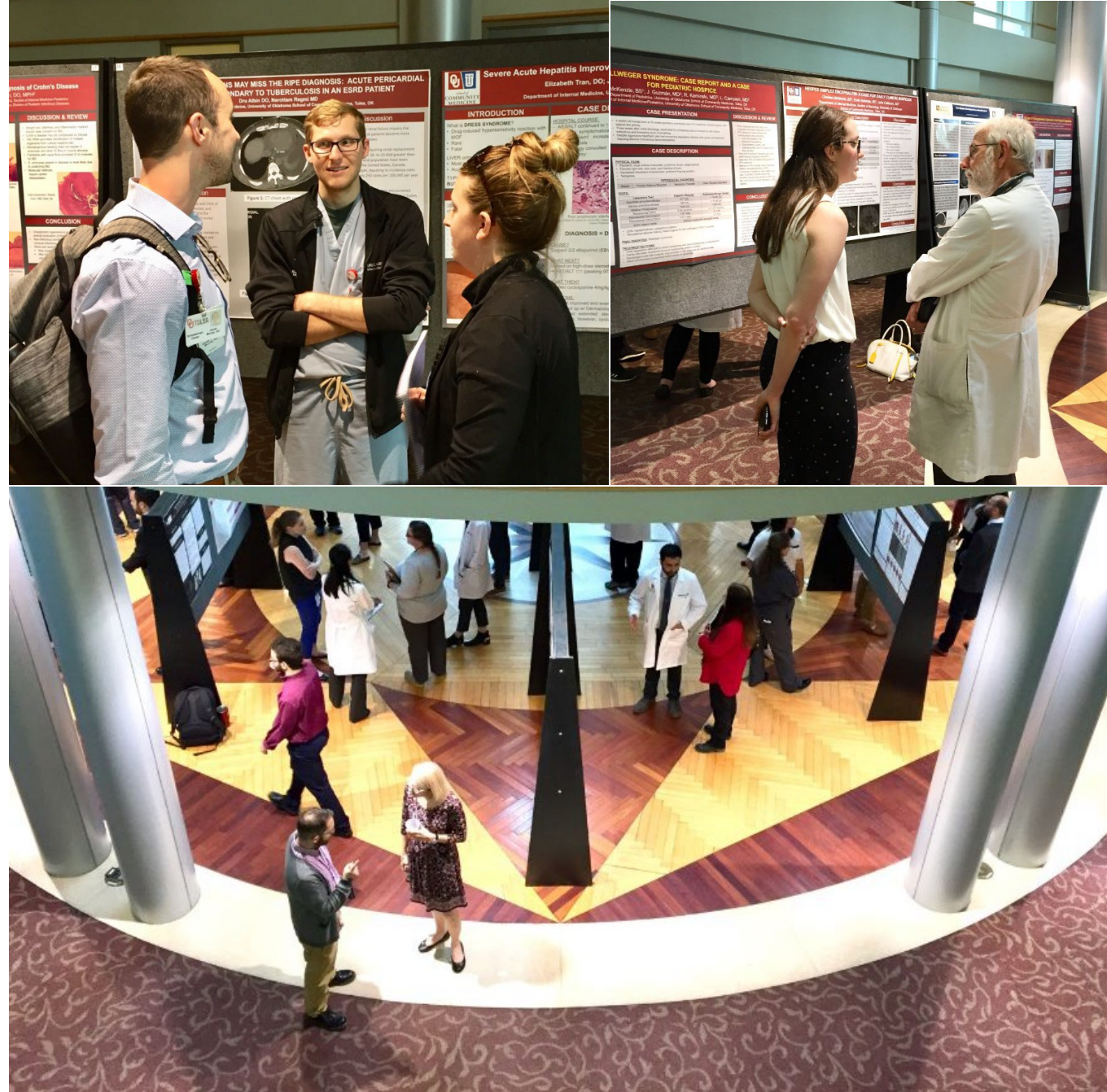


Who We Are

- ORDSA is a team of research development professionals who provide research assistance to the OU-TU School of Community Medicine and College of Public Health faculty, residents, and students.
- Primary charge is to serve as a "homeroom" to medical students by providing mentorship and access to research studies.
- Secondary charge is to provide grant proposal project management services to researchers.

What We Do

- Individual research consulting.
- Research event support.
- Sponsored grant assistance and funding searches.
- Study design and statistical analysis.
- Medical trainee research mentorship.
- No fees are collected for these services.
 - Subsidized by the Dean's Office.
 - We are not funded from indirect costs.





History of Reporting

- Opportunity to prove our worth.
- First report was at six months.
 - Mostly descriptive; emphasis on future goals and internal achievements.
- Over time, the report evolved.
 - Expanded to include larger SCM research accomplishments.
 - Include departmental research activity in an appendix.
 - Presented annually to SCM Deans and Chairs.

ORDSA Summary

- Data driven "report card" showcasing our accolades to our Dean in support of continued funding.
 - Proposal development support, research project support, trainee research activities, events, administration and infrastructure efforts.
- This is a team effort, collecting data from many sources.
 - Research staff data entry, medical student and faculty self-reports, Trello.
- Encourage data reporting in real time, concerted effort starting in June with final report due on October 1st each year.
- A lot of time and effort!!

Where We Started

- Research staff from eight departments were provided with an Excel template.
 - Straightforward format but a time-consuming effort for staff.
 - Challenge for an ORDSA staff member to reformat, collate, and count data.
- A skilled staff member within a department created and shared an Access database for central use.
 - We found this challenging to revise, and it had a steep learning curve for its users.
 - Due to multiple challenges, we didn't initiate.
- Back to spreadsheets.
 - Not ideal!

New Opportunities



- Adoption of MS 365 during the Pandemic.
 - ORDSA transitioned everything over to SharePoint.
- Currently in 3rd year of using MS Lists for ORDSA Summary data.
 - Quick to set up and easy to learn.
 - Easy to export data for reports.
 - University supported.
 - Challenge updating data/closing loop on submitted grants/publications.

Lists



Office for Research Development & Scholarly Activity (HSC)

Research Projects List*

This list has multiple purposes, one of which is data entry for an annual report, as such some projects will be listed as inactive and removed from the list periodically. When viewing, please sort by "Active".

Students, if you are interested in seeing which projects are open to students, please click on the down carrot in the column "Open to Students", Filter by Yes/No.

Research Facilitators, if you want to quickly revise your entries, please filter by department and click on "Edit in grid view".

Research Directors, if you want to know what students are on research projects in your department, please filter by department, and go to the column MS AY24-25.

(*Required)

Roster List*

Before an individual can be added to a grant, publication, or a presentation they must be added to the roster. Please check this list periodically to ensure all new faculty and learners have been added.

Grant List*

Please keep this list up to date so that monthly reports are accurate.

Publication List*

Research Facilitators, please add departmental publications monthly/quarterly and periodically filter your publications by "status" and "under review" to add any new activity since your last entry.

Presentation List

Data entry for this list is not currently required; however, this data is included in the SCM Research & Scholarly Activity Annual Report and can be used for departmental and GME reporting.

Microsoft Lists

Benefits

- Centralized data.
- Entered in real time.
- Standardized formatting.
- Set up notifications.

Ongoing Challenges

- Training and monitoring/audits.
- Quarterly data checks by ORDOSA.
- Marketing/knowledge of existence and capabilities.

Strategies to Create Buy-in

- Monthly meetings with research staff and monthly data entry notice.
- Find and create training videos.
- Quarterly research newsletter for marketing SharePoint and features.
- Meeting one-on-one for individual training.
- Annual meetings and trainings with research staff and faculty.
- Making it multipurpose/multifunctional.
 - Accreditation Council for Graduate Medical Education (ACGME), students, collaboration, we want this to be a one stop shop for storing and sharing data.
- Leadership/faculty are finally interested in leveraging for their purposes.



New Directions / Goals

- Better reporting (we know things are underreported).
- Incorporate automation (charts/graphs).
- Collaboration (roster helps with this).

Acknowledgements

- We would like to thank the Department of Pediatrics Research Division for pioneering the Lists at the SCM.
- We would also like to thank ORDSA staff member, Amy Abercrombie, who was instrumental in developing the SharePoint and the Lists.





We Want to
Hear From You



Thank You!

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