



CTSA CLINICAL RESEARCH COORDINATOR COUNCIL (CCRCC) USER GUIDE

ABOUT THIS DOCUMENT

This document will act as a guide for using the main features of the website actscience.org, specifically the Special Interest Group (SIG) portion. The instructions in this guide are for those that have already created an account. If you need assistance creating an account please contact Bob Kolb, kolbhr@ufl.edu.

MAIN FEATURES

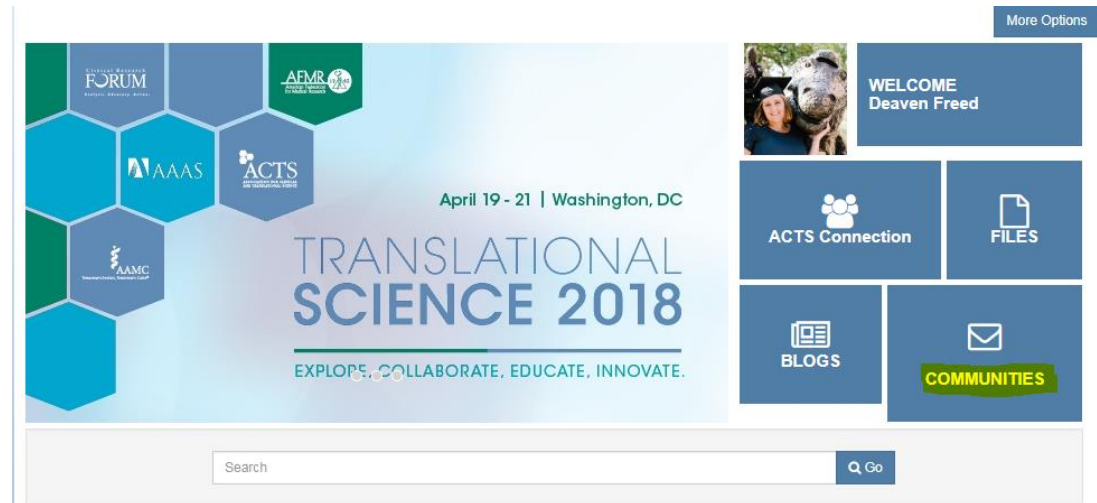
The Special Interest Group (SIG) portion of the ACTS website has a lot of great features, but we are just going to focus on three:

Forums	Files	Calendar
<ul style="list-style-type: none">• Start conversations by posting and commenting	<ul style="list-style-type: none">• Share resources by uploading files	<ul style="list-style-type: none">• View upcoming events and download to your Outlook calendar

This guide will dive into each of these features and how to use them.

You can get to the CTSA Clinical Research Coordinator Council (CCRCC) Special Interest Group (SIG) by:

- Logging in and clicking “Communities”
- Click on “Special Interest Groups”
- And finally click on “CTSA Clinical Research Coordinator Council (CCRCC)”



> FORUMS

You can access forums from the homepage (see screenshot):

This forums page will be used for:

- Creating topics for discussions
- Asking questions
- Posting resources
- Sharing tips and insights

>> HOW TO USE THE FORUMS

You will use the blue side menu as your guide for this section (see screenshot). This next section will go through each item in that side menu from top to bottom:

- To post a new thread (a new post), you will click the (+) icon highlighted.
- You can subscribe to the topic by clicking the email icon. This means you will get emails/notifications when someone comments.
- You will likely not use the feed, so ignore that for now.
- The next icon (the three bars) is for tools, another feature you will not need to use.
- The magnifying glass is for searching the forums. This is especially helpful once there are more posts.
- The next three icons will come as little use, so you can ignore those for now as well.

To comment on a forum, use the message box seen in the screenshot to the right.

CTSA Clinical Research Coordinator Council (CCRCC)

In this group we will provide an ongoing forum for deliberate and meaningful discussions around the multifaceted, expanding role of Coordinators

Latest Files

Community Members

Message... Post

Search

Threads

No Files

Latest Activity

No recent activities found

Legend: 📌 Sticky thread 🗨️ Unread thread ✉️ New post exists in a previously read thread
 ☑️ No new posts or last post older than 30 days



National Board of Medical Examiners - Clinical Research exam

Email: kolbhrufl.edu@lists.actscience.org

The National Board of Medical Examiners (NBME) has a Clinical Research Program which through one of 2 exams certifies investigators/scientists and monitor, associate, and coordinator.

JCTS article entitled: Certification of Clinical and translational researchers: All ill-conceived notion link below:
<https://www.cambridge.org/core/services/aop-cambridge-core/content/view/1DC6074B82E0CDD5B881D1B3D63C65B3/S2059866116000169a.pdf/div-class-title-certification-of-clinical-and-translational-researchers-an-ill-conceived-notion-div.pdf>

NBME: http://www.nbme.org/pdf/crp/crp_boi.pdf seem like this is outdated?

Do we know if this is still active for 2017? Seems like the authors of the aforementioned article is hinting for "someone" to comment about the other exam.

Message... Post

Search

> FILES

You can access files from the homepage (see screenshot):

The files section of the site will be used for uploading files that are relevant to the group. This could be a journal article, presentation or .PDF. You can also link to articles.

>> HOW TO USE THE FILES

When you arrive on the files page, it is organized by popular articles at the top and folders at the bottom (folders highlighted in yellow on screenshot).

You can access articles by clicking either of those links.

Once you click on an article you will have another blue side menu to guide you in interacting with the article.

- The first icon allows you to edit the file, which unless it is your file you should avoid doing.
- The heart allows you to add this file as a favorite.
- Don't worry about the RSS feed.
- Use the magnifying glass to search through the files.
- Clicking the conversation bubble icon will allow you to comment on the file.
- The thumbs up icon "likes" the file.
- Don't worry about any of the options within the three dots.
- The rest of the icons allow you to share via social media.

The screenshot displays the homepage of the CTSA Clinical Research Coordinator Council (CCRCC). The header features the ACTS logo, the group name, and navigation links for Blogs, Forums, and Files. A welcome message states: "In this group we will provide an ongoing forum for deliberate and meaningful discussions around the multifaceted, expanding role of Coordinators".

The main content area is divided into "Latest Files" and "Community Members". The "Latest Files" section lists three articles:

- Enhancing Clinical Research Professionals' Training and Qualifications (ECRPTQ)** (Article, March 9, 2017, 2:45pm)
- Education and training of clinical and translational study investigators and research coordinators:** (Article, March 14, 2017, 12:05pm)
- The Critical Need for Academic Health Centers to Assess the Training, Support, and Career Develop...** (Article, December 19, 2017, 1:27pm)

The "Community Members" section shows several profile pictures. Below this is a "Community Calendar" section.

A "VIEW MORE" link is present. The main content area is titled "CTSA Clinical Research Coordinator Council (CCRCC)" and displays a list of files:

- Enhancing Clinical Research Professionals' Training and Qualifications (ECRPTQ)** (Article, March 9, 2017, 2:45pm)
- The Critical Need for Academic Health Centers to Assess the Training, Support, and Career Develop...** (Article, December 19, 2017, 1:27pm)
- Education and training of clinical and translational study investigators and research coordinators:** (Article, March 14, 2017, 12:05pm)

Below the articles, there is a "VIEW MORE" link and a list of folders:

- Benefits for Special Interest Group Participation** (0 files)
- National Board of Medical Examiners - Clinical Research exam** (0 files)
- Training for Investigators and study coordinators** (3 files)

The "Training for Investigators and study coordinators" folder is highlighted in yellow. To the right of the folders, there is a preview of the article "The Critical Need for Academic Health Centers to Assess the Training, Support, and Career Develop..." (December 19, 2017 - 1:27pm).

On the right side of the page, there is a vertical blue sidebar with various interaction icons: edit, heart, RSS, magnifying glass, conversation bubble, thumbs up, three dots, and social media icons for Facebook, Twitter, LinkedIn, Google+, and a plus sign for more options.

There are two ways to add a new file.

- When you are viewing a file, the menu at the top will show an option to “Add File”
- If you click on a folder, you will see the “+” icon in the blue side menu to add a new file.

The screenshot shows a web interface for a file library. At the top, there is a navigation bar with links: "File Library Home", "Search", "Favorite Topics", "Files in Favorites", and "Options". Below this, a secondary menu includes "Add File" (highlighted in yellow), "Add Link to File", "This File Reports", and "This Topic File Reports". The main content area is titled "Education Administrators and Coordinators" and "General Education Administrators and Coordinators". It features a search bar with a "Title" input field and a "Search" button. Below the search bar, there are two sections: "Hottest Files" and "Latest Activity". The "Hottest Files" section displays two file entries: "Moving from Compliance to Competency: A Harmonized Core Competency Framework for the Clinical Research Professional" (dated December 19, 2017, 2:07pm) and "Education and training of clinical and translational study investigators and research coordinators:" (dated March 9, 2017, 3:51pm). The "Latest Activity" section shows "No recent activities found". At the bottom, there is a "Files" section with a list of files, including the same two files mentioned in the "Hottest Files" section. A blue sidebar on the left contains a "+" icon, a search icon, and other navigation icons. A "More Options" button is located in the top right corner.

> CALENDAR

You can use the calendar to view upcoming events or add your own events. Any events added should be relevant to the group, such as a webinar or conference.

You can view upcoming events on the homepage under the heading “Community Calendar”. To view the whole calendar click “View More”.

>> HOW TO USE THE CALENDAR

To add a calendar item to your Outlook:

- Click on the event and use the blue side menu to download the calendar item.

If you want to add your own calendar item:

- Once you click “View More” from the homepage, you can click the “+” icon to add a new event.
- You can also add a new event from the homepage by clicking “Add Calendar Item” to the blue side menu

> OTHER FEATURES

- On that homepage side menu (seen to the right), you can see there are items for survey and polls. Feel free to use those to facilitate communication and discussion!

The screenshot shows the top portion of a website. On the left, under 'Latest Files', there are three article cards with titles like 'Enhancing Clinical Research Professionals' Training and Qualifications (ECRPTQ) and 'Education and training of clinical and translational study investigators and research coordinators:'. On the right, under 'Community Members', there are several small profile pictures. Below that is a 'Community Calendar' section showing a monthly view for January 2018, with specific dates like 23 and 29 highlighted for 'Weekly phone call' events. A 'VIEW MORE' link is visible at the bottom right of the calendar section.

This screenshot shows the details for a calendar event titled 'Weekly phone call'. A blue side menu is open on the left, listing actions: 'Download Calendar Item (.ics)' (highlighted in yellow), 'Edit Calendar Item', 'Guests and Subscribers', 'Reminders', 'Move Calendar Item', 'Delete Calendar Item', and 'Copy Calendar Item'. The main content area shows event details: 'CTSA Clinical Research Coordinator Council (CRCC) (Private)', 'Private', 'Weekly phone call', 'CTSA Clinical Research Coordinator Council (CRCC)', and 'Deaven Freed [University of Florida]'. At the bottom, there are fields for 'Start' and 'End' times.

The screenshot shows the homepage for the 'CTSA Clinical Research Coordinator Council (CRCC)'. It features a blue header with the organization's name. Below the header, there are 'Calendar Options' with dropdown menus for 'Calendar' (set to 'All Calendars'), 'Calendar Items During' (set to 'Upcoming'), and 'View As' (set to 'List'). A 'Name' field is also visible. On the left side, there is a blue sidebar with a green plus icon and a three-dot menu icon.

This screenshot shows the blue sidebar menu on the homepage. The menu items are: 'Home', 'Heart icon', 'Image icon', and 'Community Administration' (highlighted in yellow). Other items include 'View Members', 'Add Calendar Item' (highlighted in yellow), 'View Community Surveys', 'View Community Polls', 'Add Survey', 'Add Poll', and 'Edit Links'. The background shows a partial view of the homepage content, including the 'Latest Files' section.