

H3Africa Study Coordinators Working Group

Meeting Minutes

6 February 2019

Meeting Attendees: Rolanda Julius, Karen Lacourciere, Confidence Mothiba, Robin Mason, Stuart Ali, Harry Wedel, Megan Hoffmann, Barbara Nerima, Nasinghe Emmanuel, Sophia Osawe, Fousseyni Kane, Keofentse Mathuba, Fiona Baine, Gabriel Batzli, Nadia Hoffman, Rasheed O. Taiwo, Florence, Jennifer Troyer, Carol Crowther, Petronilla Ozumba, Stuart Ali, Thato Regonamanye, Andrew Chimatira, Laura Povlich, Ogechukwu Ikwueme, Mercy (Siren project)

Apologies: Thembela Musuvo, Barbara Sina

Agenda, Study Coordinators Meeting, February 6th 2018:

1. Matters arising from the previous meeting ([minutes from Dec 5 – attached](#))
 - Manuscript survey (share topic, who does what, **chair's item 2**)
 - Mesh training for study coordinators
 - SC to suggest training items of interest that can be presented
2. Manuscript Discussion – dealing with patient visit adherence
 - a. SC members to second the proposed title
 - b. Responsibilities for manuscript
3. Updates
 - Terms of Reference – [attached](#)
 - Share draft of the consortium program
 - SC WG session in Tunis – what are the activities or expectations at the consortium?
4. AOB

Minutes for SCWG Meeting 6 February 2019	Action Item (timeline bolded)
<ol style="list-style-type: none"> 1. The Working Group members on the teleconference have agreed to move forward with the “<i>Dealing with patient visit adherence</i>” manuscript effort. <ol style="list-style-type: none"> a. To move forward, the Chairs will request members to contribute to the manuscript. b. The idea was suggested to have a meeting to discuss and plan for the manuscript and draw up an outline; let’s also determine how to collect the preliminary data - perhaps we can do google docs; 2. <i>Mesh training Update</i> - Rolanda has reached out to the new Mesh coordinator to inquire about availability and is waiting to hear back. 3. <i>Follow up on Genetic Counseling Webinar</i> - great webinar with a lot of engagement; the recording and the slides are available; received many requests to have another webinar on genetic counseling as a profession <ol style="list-style-type: none"> a. Fiona Baine works with the genetic counselors at her institution in Johannesburg; Fiona offered that they would be happy to share their expertise with the group as part a follow up webinar 	<ol style="list-style-type: none"> 1) Meeting next week on February 13th at 8am EDT (1 p.m. GMT, 2 p.m. WAT) to plan for the manuscript. 2) Google Doc for the Manuscript brainstorming efforts (Megan) 3) Webinar slides & recording send out again (Megan) 4) Coordinating Center to set up survey to see if folks are interested in receiving more formal training in genetic counseling (Rolanda & Fiona) 5) Project Update Presentation template - (Megan & Robin)

<ul style="list-style-type: none"> b. Coordinating Center to set up survey to see if folks are interested in receiving more formal training in genetic counseling <ul style="list-style-type: none"> i. Fiona would have to set up the questions, and Rolanda and Fiona can communicate via email to move this forward 4. List of future training topics for the Study Coordinators: <ul style="list-style-type: none"> a. <i>Genetic counseling - DONE</i> b. <i>RedCap follow up?</i> c. <i>How to set up study essential document file - Robin can do this at the consortium meeting</i> d. <i>Manuscript writing</i> e. <i>Building partnerships</i> f. <i>Scientific writing and delivering scientific presentations</i> g. <i>Budgeting for clinical studies; drawing up and maintaining a budget</i> h. <i>Writing up the progress reports for studies</i> i. <i>Recap on H3Africa guidelines, i.e. informed consent</i> 5. There was some discussion on the Terms of Reference document to ensure the group supports sending it forward to the Coordinating Center - the group on the teleconference agreed the document looks finalized. 6. Megan updated the group on the WG membership list, and Megan and Robin have identified H3A projects that appear to be missing representation from the Study Coordinators Group. The plan moving forward is to reach out to these projects to encourage membership and participation. 7. Planning for the in-person session at the 13th Consortium Meeting <ul style="list-style-type: none"> a. Robin to deliver the training on essential documents b. The Study Coordinators can also give project update presentations <ul style="list-style-type: none"> i. For the Project update, Robin will develop a presentation template c. Mercy suggested we also have training for program managers <ul style="list-style-type: none"> i. The focus would be general program management skills, budget, etc. ii. This idea could be well-suited for a training series - start it at the consortium meeting, and then continue other trainings. d. Stuart suggested for enhanced trainings, the group would identify mentor/mentee relationships outside of the WG to expand professional development e. For the H3A Fellows in-person professional development sessions, there will be a: <ul style="list-style-type: none"> i. Scientific writing session <i>* the Study Coordinators would benefit from this too</i> ii. Leadership skills session iii. Note: The fellows' training sessions will run concurrently with WG in-person meetings, so timing may not suit everyone. 8. *There was some discussion on contributing to the newsletter <ul style="list-style-type: none"> a. Let's continue with the Study Coordinator Profiles, and Barbara Nerima is up next b. Ideas discussed: maybe we could have a "Study Coordinators Corner" of the newsletter that includes helpful hints or brief lessons learned; it doesn't have to be very long 	<ul style="list-style-type: none"> 6) Barbara Nerima to prepare brief summary about herself for the H3A Newsletter "Study Coordinators Spotlight" section
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| <ul style="list-style-type: none">c. *Pitch some ideas for this at our next calld. **Create a google doc for this <p>9. During the next meeting, share your WhatsApp numbers in the Uber conference chat function, and then we can create the WhatsApp group for us.</p> | |
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