## Burn Model System
## National Data and Statistical Center

### STANDARD OPERATING PROCEDURE (SOP) #610

| SOP #610 | **Title:** Data Collector Training & Certification | |
|---|---|---|
| **Approved**: 7/1/2019 | | **Effective Date**: 7/1/2019 |
| **Attachments: None** | | **Revised Date**: |
| **Forms**: None | | **Review Date:** |
| **Review Committee**: BMS Project Directors | | |

### Introduction:

This policy and procedure addresses training requirements for Burn Model System Clinical Center staff who will enter data into the BMS National Database.

### Purpose:

To set training expectations for clinical center staff. To systematize competencies for data collection and entry into BMS National Database.

### Scope:

Staff of the BMS clinical centers: All staff, students, and other related personnel involved in the NIDILRR-funded BMS Model System Centers who recruit patients, collect data, or enter data into the BMS National Database and Archived Collaborative Study Datasets.

### Responsibilities:

All persons identified in the "Scope" statement will abide by this policy.

### Policy:

To be considered certified for BMS data collection and data entry, clinical center staff must carry out the following procedures:

I.  Certification:
    a.  Training Overview and Checklist
        i.  Upon hire, each new staff member will complete the following six instructional modules with a minimum of 75% accuracy, based on the quizzes that appear at the end of the module. These modules appear as a part of the BMS NDSC online training suite.
            ☐ General Burn Model System Overview
            ☐ Data Quality Procedures for BMS Clinical Centers
            ☐ REDCap Data Entry
            ☐ Interviewing Skills and Building Rapport
            ☐ Suicidal Assessment
            ☐ Cultural Competency
        ii. Once these modules are completed, data collectors can print/download or

will be emailed a "Certificate of Completion" as proof of their certification.

  iii. In addition to these modules, new staff members must also complete data entry into REDCap using mock participant data. The NDSC will provide the data collection forms and will review the data entry upon completion.

  iv. Training must be completed within 2 months following starting the position as BMS clinical center staff member.

 b. To remain certified, existing long-term staff will take the refresher/update training module once a year. This module will be created by the NDSC to reflect any changes in the past year and to refresh clinical center staff about procedures to follow in less common scenarios. This training module will be posted online, and will be provided to all staff by the NDSC. The NDSC will be responsible for ensuring that all staff complete the refresher training module.

II. Recertification

 a. Every five years (at the start of the new funding cycle), all existing clinical center staff must retake the six instructional modules listed above with a minimum of 75% accuracy, based on the quizzes that appear at the end of the module.

## Training requirements:

Hiring staff, including project directors and project managers, should familiarize themselves with the training modules and build the training expectations into the hiring procedures at each BMS Center. Managers should ensure that existing staff complete the training requirements.

## Compliance:

All persons identified in the "Scope" statement must comply with this procedure.

## References:

Online training modules: https://backdoor.burndata.washington.edu/training.

## History:

## Review schedule:

At least every 5 years.