



## **5. Study Management**

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# WebHealth Administration


- **Standardized Protocols**
  - Personnel across and within states
  - Consistent design
    - recruitment procedures
    - universal online consent form
    - methodology
- **Study Manuals**
  - Conducting assessments
  - Data and subject management
- **Centralized Online Management System**
  - Entering/storage of data
  - Subject management

# Structure

- **Super administrator at one location**
  - Overall study management
  - Weekly email communication with campus personnel
  - Troubleshooting technical problems
- **Campus administrators at each campus**
  - Manage online scheduler for physical assessments and rescheduling
  - Manage participants and monitor database
  - Oversee and conduct physical assessments
  - Verify participant data

# Webpage Example


## Add/Edit Baseline Assessment

Date of Assessment:   Start Time:    End Time:

Avg. Weight (lbs):  Avg. Height:  ft.  in. Avg. Waist Circum. (cm):

Heart Rate:  Est.  $VO^2$ max:  BMI:   Baseline Possible Error


## Add/Edit 3 Month Assessment

Date of Assessment:   Start Time:    End Time:

Avg. Weight (lbs):  Avg. Height:  ft.  in. Avg. Waist Circum. (cm):

Heart Rate:  Est.  $VO^2$ max:  BMI:   3 Month Possible Error

## Add/Edit 15 Month Assessment

Date of Assessment:   Start Time:    End Time:

Avg. Weight (lbs):  Avg. Height:  ft.  in. Avg. Waist Circum. (cm):

Heart Rate:  Est.  $VO^2$ max:  BMI:   15 Month Possible Error

# Standardized Training

- **Conference calls for all state personnel**
  - Walk-through study manuals
  - Practice use of online system
- **Conducting physical assessments**
  - Review physical assessment manual with standardized protocols
  - View DVD and participate in supervised practice
    - physical tests
    - Queens College Step Test

# Consistent Communication

- **Frequent contact with participants**
  - Campus administrator emails and calls
  - Automated emails
- **Research team meetings**
  - Monthly with multistate team
  - Weekly/bi-weekly with state team
    - review status of participants
    - check data collection and verification
    - email reports to super administrator