Report from Study Coordinators Session

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Session Process

- Planned two sessions to discuss participant retention and adherence to gel use
- The retention discussion was so rich that the group decided to defer in-depth discussion of gel adherence to future conference calls and meetings
- Group also discussed staffing patterns, staff motivation, and staff retention strategies
Session Objectives

• Share information and lessons learned across sites
• Identify advantages and disadvantages associated with various strategies
• Come to consensus on newer strategies to be implemented across sites
Session Outcomes

• Detailed information shared
• Site-specific differences acknowledged, though consensus achieved on newer strategies to be implemented across sites
• Group members to continue discussion in future conference calls and meetings, also to consider cross-site staff exchanges
Consensus Strategies

• Verify locator information prior to enrollment
• Conduct partner education during screening and enrollment
• Consider collecting data on whether participant has informed partner of her study participation
• Convene participant/partner/couples retention meetings (monthly, quarterly)
Consensus Strategies

• **Provide visit reminders (phone, letter, text)**
  – All participants or targeted

• **Provide (IRB/EC approved) incentives for:**
  – Milestone visits (e.g., q6 months)
  – Multiple consecutive visits

• **Develop strategy to accommodate women with jobs**

• **Consider utilization of peer (participant) outreach workers / consult with IRB/EC**
Consensus Strategies

• Re-assess visit timings and clinic workflow q6 months to address current space, staffing, procedures
  – Identify bottlenecks
  – Optimize efficiency
  – Minimize waiting visits times / durations