

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