

# **BEST PRACTICES-KAMPALA SITE: Staffing**

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# OUTLINE

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- **Staffing structure/division of labor/different sections**
- **Staff empowerment**
- **Staff retention**
- **Staff motivation & Leadership.**
- **Conclusion**
- **Acknowledgement**

# Staffing structure/division of labor/different sections

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- Field Recruiting/Community team
- Reception
- Doctors, Pharmacists and Nurses
- Counselors, Adherence team
- Retention team
- Lab Team
- QC (I & II ) & QA
- Data, Records and IT teams
- Regulatory team
- Administration ( EC, SMT, MTN Site Specific)



# Staff Empowerment and how the sections work

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- Values: Teamwork, Unit-focus, priority, flexibility, timeliness.
- Unit leadership
- Recruitment Monday meetings
- Quality Management meet weekly
- Retention team meeting event driven
- Counselor team meeting (at least once a month)



# Staff Empowerment and how the sections work

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- Doctors and Nurses meet when there is clinical management issue
- Pharmacists
- Doctors meet with other doctors weekly for CMEs
- All MTN staff meet every Thursdays

# Staff Retention

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- Same staff ( 6 years)
  - Multiple networks
  - Various protocols
  - Respect and dignity
- Training has been made easy ,staff have also gained experience and learnt a lot from previous studies

# Staff motivation

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- Retreats to reduce burn out ( annual, 1 day, not mandatory, fun activities & games)
- Weekly capacity building day ( meetings, trainings, manuscript writing)
- Mentorship (opportunities for career growth- MO-SC-IoR, Nurse-SC, CAT Experts, Unit leaders)
- Approvals for further studies(distance learning or week-end Face to face)

# Staff motivation & Leadership

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- Training
  - Intra staff trainings for skill dev't ( IUCD, Implant, Community mapping, QA-QC)
  - Attendance at Regional meetings- presentations & with immediate feedback
- Awards
  - MTN Site awards
  - CTU awards-(On-spot and long service awards)



# Staff motivation & Leadership contd

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- **Good site leadership**
- From CTU PI, CRS leader, site MTN PI, IoR All show a lot of interest in the study and they are on the ground
- They create leadership among the sections
- Leadership is also rotated within sections

# CONCLUSION

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- Successful Staff management ► Good Participant Satisfaction ► Successful Study Implementation .



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# Questions & Discussion

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