

Flip This Training

International Field Directors & Technologies Conference
May 2015

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NORC
at the UNIVERSITY *of* CHICAGO



Interviewer Manuals



Quick Guides

Informed Consent – Quick Guide



Your Tools

Identification

Informed Consent Form with Signature Page
Extra Informed Consent Form
Extra Signature Page
Key Points Script



3 Methods of Administration

1. Participant reads entire booklet
2. Data collector reads entire booklet to participant
3. Data collector reads *Key Points* to participant



Reminders

Informed Consent is an ongoing process
Participants can opt out at any time
Pause for questions
Check Signature Page
Use gaining cooperation skills

1. Pregnant Woman

- **Window:** During pregnancy, prior to birth of child
- **Administered to eligible women who have been screened in/Includes consent for fetus**

A word cloud featuring various terms related to education and training. The words are arranged in a roughly triangular shape, with 'learning' and 'training' being the largest and most prominent. Other terms include 'eLearning', 'education', 'Webinars', 'In-person', 'Blended', 'Guides', 'micro', 'continuing', 'Quick', 'refresher', and 'mobile'. The colors of the words range from yellow and green to dark purple and orange.

Blended
Guides
micro
continuing
Quick
Webinars
In-person
learning
education
training
eLearning
refresher
mobile

Project Funoodle Interviewer Training

- Welcome
- Rules
 - Be punctual
 - Turn off your cell phones
 - No extraneous questions!
 - Use the Parking Lot instead
 - No talking to your neighbor during lecture
 - Bathroom breaks are allowed
- Introductions
- Housekeeping
 - Lunch is one hour
 - List of restaurants
 - Bathrooms are down the hall
 - Two daily breaks



Project Funoodle Interviewer Training Agenda

Day One

- Introductions
- Study Materials
- Lunch
- Program Fundamentals

Day Two

- Review Day 1
- Introduction of Computer
- Lunch
- Study Protocols

Day Four

- Review of Day Three
- Meeting with the clients!
- Lunch
- Round-Robin Mocks

Day Three

- Review Day Two
- Round-Robin Mocks
- Lunch
- Avoiding Refusals

Day Five

- Review of Day Four
- Lunch
- Duo Mocks
- Certification





Welcome!

Project
Funoodle

Habits of “Highly Successful” Interviewers

Below you will find a list of *tips and tricks* that will help guide you to be more *successful*.

make lists

maximize your down time

learn from your mistakes

forget about being perfect

keep detailed call records

outwork everyone else

learn locating skills

embrace criticism

Learn more at successfulfolks.org



Make Lists

Locating
Skills

Maximize
Down Time

Learn from
Mistakes



Tips for
Success

Embrace
Criticism

Detailed
Call Notes

Out-Work
Everyone

Forget about
Perfection

Flip
your training



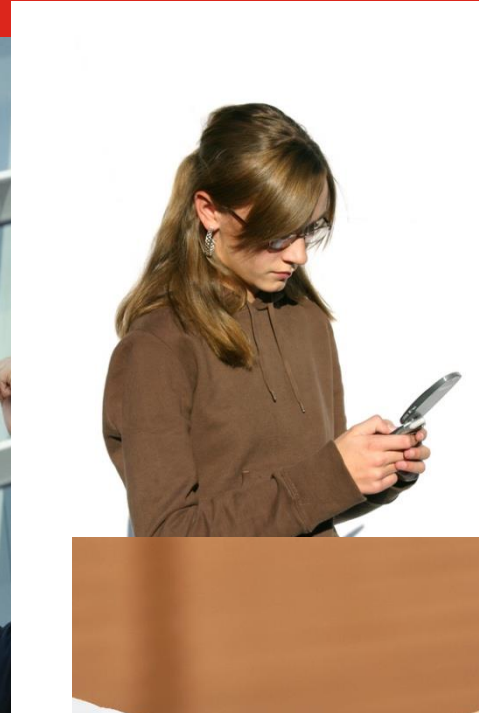
The Study

What are the characteristics of a successful field interviewer?

A Field Interviewer Understands the Tasks



Stays in Contact



Do you have
what it takes to
be a successful
field interviewer?



- ① Be knowledgeable about the project
- ② Be prepared and organized
- ③ **Communicate effectively**
- ④ Follow interviewing conventions

Participants can refer to the Infant and Child Health Care Log for answers to questions such as...

Log for Outpatient Health Care Visits and Overnight Hospital Stays

1	2	3	4	5	6
Date of Visit	Health Care Provider Number from Health Care Provider Log	Reason for Visit (check all that apply)	Weight	Length/Height	Head Circumference (0-2 years)
March 3, 2011		<input checked="" type="checkbox"/> Routine well visit <input type="checkbox"/> Sick visit <input type="checkbox"/> Specialist doctor visit <input type="checkbox"/> Emergency visit <input type="checkbox"/> Immunization/vaccination/shot <input type="checkbox"/> Follow-up visit <input type="checkbox"/> Overnight hospital stay How many nights? _____ Some other reason (explain): _____	10 lb 4 oz OR _____ kg _____ g <input type="checkbox"/> Not done/ don't know	23 in OR _____ cm <input type="checkbox"/> Not done/ don't know	37 in OR _____ cm <input type="checkbox"/> Not done/ don't know
		<input type="checkbox"/> Routine well visit <input type="checkbox"/> Sick visit <input type="checkbox"/> Specialist doctor visit <input type="checkbox"/> Emergency visit <input type="checkbox"/> Immunization/vaccination/shot <input type="checkbox"/> Follow-up visit <input type="checkbox"/> Overnight hospital stay How many nights? _____ Some other reason (explain): _____	_____ lb _____ oz OR _____ kg _____ g <input type="checkbox"/> Not done/ don't know	_____ in OR _____ cm <input type="checkbox"/> Not done/ don't know	_____ in OR _____ cm <input type="checkbox"/> Not done/ don't know
		<input type="checkbox"/> Routine well visit <input type="checkbox"/> Sick visit <input type="checkbox"/> Specialist doctor visit <input type="checkbox"/> Emergency visit <input type="checkbox"/> Immunization/vaccination/shot <input type="checkbox"/> Follow-up visit <input type="checkbox"/> Overnight hospital stay How many nights? _____ Some other reason (explain): _____	_____ lb _____ oz OR _____ kg _____ g <input type="checkbox"/> Not done/ don't know	_____ in OR _____ cm <input type="checkbox"/> Not done/ don't know	_____ in OR _____ cm <input type="checkbox"/> Not done/ don't know

"What was the date of {C_FNAME/the child's} most recent well-child visit or checkup?"

7	8	9	10
Immunization/Vaccination/Shot	Tests/Medications/Treatments (For example, lab tests (blood, urine...), medicines, vitamins, minerals, herbs, supplements, procedures)	Diagnosis or Problem	Completed by Office or Self
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If "YES" then go to Immunization/Vaccination/Shot Log	Lab test (blood)	Well infant, good growth and development	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Self Date: <u>March 4, 2011</u>
<input type="checkbox"/> No <input type="checkbox"/> Yes If "YES" then go to Immunization/Vaccination/Shot Log			<input type="checkbox"/> Office <input type="checkbox"/> Self Date: _____
<input type="checkbox"/> No <input type="checkbox"/> Yes If "YES" then go to Immunization/Vaccination/Shot Log			<input type="checkbox"/> Office <input type="checkbox"/> Self Date: _____

"Did a doctor or other health care provider give the child a diagnosis?"

Inform the National Children's Study staff when more pages are needed.

Bring this log to all health care visits. Use this log for all National Children's Study telephone calls and visits. Save all bottles and containers of medications and bring to National Children's Study visits and have available for telephone calls:

- Medicines (those prescribed by a health care provider and those bought over-the-counter)
- Vitamins, minerals, herbs, and any other supplements

Refer to the

Infant and Child Health Care Log

for answers to questions
about:

- Outpatient health care visits
- Overnight hospital stays



5

SHOCKING
DESIGN
MISTAKES
YOU NEED
TO AVOID

Good design

is as easy as...

1

Learn the principles

They're simpler than you might think

2

Recognize when you're not using them

Put it into words – name the problem

3

Apply the principles

You'll be amazed

Still bound to lecture?



The Trainer as a Facilitator




From a solo
performance...

...to choreographer!





Planning Essentials

A close-up photograph showing a person's hands placing a white puzzle piece into a larger assembly of white puzzle pieces. The puzzle piece being placed has the text "E Learning" printed on it in a bold, black, sans-serif font. The letter "E" is on the left, and the word "Learning" is to its right. The puzzle pieces are interlocking, and the background is a soft, out-of-focus light color. The lighting is bright, creating a slight lens flare effect on the puzzle piece being placed.

E Learning

Conversational



Academic



How

did we do this?

Internal

Training

Internal trainings can help you

Move from:

- Dull and lackluster
- Scripted
- Visually confusing and cluttered
- Trainer centered

To:

- Engaging and appealing
- Choreographed
- Clear, clean, visually effective
- **Learner** centered



Thank You!

NORC
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 insight for informed decisions™