2021 BE for Training Application Guide

This document contains an overview and timeline of the application process as well as detailed descriptions of the questions included in the 2021 application.

Please review this prior to starting the application so you can be prepared to answer all questions accurately. *You may contact betraining@ariadnelabs.org with any questions.*

2021 Application Cycle Important Deadlines:

- Application Open: **January 4, 2021**

- Application Deadline: **April 5, 2021**

- Better Evidence Award Notifications: **Ongoing until May 3, 2021**

- Signed Agreement Due: **May 21, 2021**

- Communications/Training Plan Finalized: **June 4, 2021**

- Subscription Turned On: **June - August, 2021**

Process Roadmap

For our small team to serve as many schools and facilities as possible, we will follow the timeline below.

Application Open: January – April 2021

Medical schools must submit a complete application to be considered. It is likely this will require input from a multidisciplinary team including the registrar, medical librarian(s), IT personnel, and representatives from hospitals where medical students and faculty train and work. Please note that incomplete applications will not be reviewed and acceptances will be awarded on a rolling basis, with the possibility that the application portal may close early if all awards are granted.

The application will request that the school nominate two "Better Evidence for Training Champions." These Champions will serve as liaisons between the school and the Better Evidence team, join a community of practice with other Champions who have been working to promote the use of digital tools at their universities, and devote around 10 hours per month to the program. Champions do receive a small stipend. See the full job description [here](#).

Once the application is open, a member of the Better Evidence team will hold office hours via Zoom to offer clarification and support to those completing an application. At any time, the Better Evidence team can also be reached at betraining@ariadnelabs.org to answer any questions.

Award Notices Sent: Rolling

The Better Evidence team will review applications when they are submitted. Applications completed earlier will get priority. Award notices will be sent on a rolling basis until we have reached our maximum capacity or May 3, 2021.

Agreement Put in Place: May 2021

UpToDate will send an agreement to the signatory listed in the application shortly after award notices are sent. The agreement lays out the terms of reference for an institutional license of UpToDate. This agreement must be signed, scanned, and returned to Better Evidence by May 21, 2021 for the subscription to be turned on. We request that schools return their agreements as soon as possible to aid planning and later award decisions.

Medical School and Better Evidence Determine Training/Rollout Plan: June 2021

A Better Evidence team member will contact your school's appointed representative to determine the best possible training and communication plan for your medical school and affiliated sites. Your school's Champion(s) may also be put in contact with Champions from other universities who have been participating in the program for advice and guidance.

UpToDate Enables Access: June – August 2021

UpToDate "turns on" an institutional license for the IP addresses provided in the application by the date indicated in the contract. IP addresses must be confirmed and tested at all sites.

Medical School and Better Evidence Implement Training/Rollout Plan: September 2021

Better Evidence will work with the medical school to test access and Better Evidence for Training Champions from another university will work with your Champions to roll out a communication campaign, ensuring widespread knowledge of the availability of UpToDate at the medical school. Better Evidence will provide customized communications materials. Materials will inform affiliates on how to register for UpToDate and about training opportunities available.

Better Evidence Supports Monitoring & Evaluation: October 2021 – October 2026

UpToDate will develop reports for each medical school that show an overview of usage, total registration numbers in comparison to the school's stated goals, and what topics are most frequently accessed. Reports will be sent to Champions every other month. Medical schools will receive a survey annually from Better Evidence.

The Better Evidence team and community of Champions will be available for consultation, questions, or discussion of best implementation practices as helpful.

Application Form

Below are detailed descriptions of all questions included in the 2021 application. Please prepare your responses prior to beginning the online application.

Introduction and Contact Information:
In the first section you will be asked for standard background and contact information for yourself and your university.

In order to begin the application process, you must first agree to the Better Evidence for Training terms and conditions. These can be reviewed at:
https://harvard.az1.qualtrics.com/CP/File.php?F=F_dnk6Xri3VgRhRel

You will then be required to provide basic background information for your university including school name, address, city, country, and general phone number.

Followed by contact information for the person filling out the application (name, email address, phone / Whatsapp number) and working title/role.

> What is your role at the university? (if you have multiple roles please select all)
>
> ☐ Medical Librarian or Assistant Medical Librarian
>
> ☐ Information Technology (IT) Support Person
>
> ☐ Medical School Faculty Member/Clinician
>
> ☐ Medical School Administrator
>
> ☐ Other:
>
> [   ]

Note: We recommend that if the person filling out the application is not a Medical Librarian or Information Technology Support Person, you work closely with the individuals in those roles to answer all questions. Also be sure that your university is able to appoint a Champion who will commit to working on this program over the duration of the subscription (Champion selection questions to be asked later).

University Information:
In the next section, you will be asked about your school's curriculum, structure, and size.
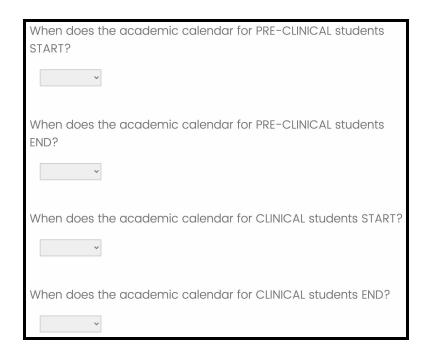
You will first be asked to indicate which degree(s) your undergraduate medical students receive upon graduation.

You will then need to input your university's enrollment and staffing statistics. Please be as accurate as possible. UpToDate needs to know this information so they can be prepared to handle the number of students and faculty creating accounts.

Enrollment and Faculty

Note: Indicate "0" if none.

How many UNDERGRADUATE medical students are enrolled?

How many GRADUATE medical students are enrolled?

How many FACULTY MEMBERS does the School of Medicine have?

How many RESIDENTS does the School of Medicine have?

You will then indicate your university's curricular schedule. This will inform UpToDate when access will need to be "turned on" and what to expect in terms of usage.
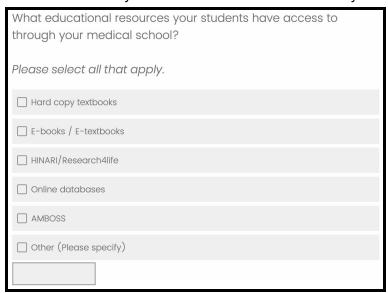
Undergraduate Curriculum

Note: We define "Pre-clinical years" as years in which undergraduate students are learning only in the classroom setting. We define "Clinical years" as years in which undergraduate students are exposed to patients. Indicate "0" if none.

How many PRE-CLINICAL years do undergraduate students complete?

How many CLINICAL years do undergraduate students complete?

When does the academic calendar for PRE-CLINICAL students START?

[▾]

When does the academic calendar for PRE-CLINICAL students END?

[▾]

When does the academic calendar for CLINICAL students START?

[▾]

When does the academic calendar for CLINICAL students END?

[▾]

Educational Resources

This section will ask about the resources your students currently use. This information may be known by the Medical Librarian.
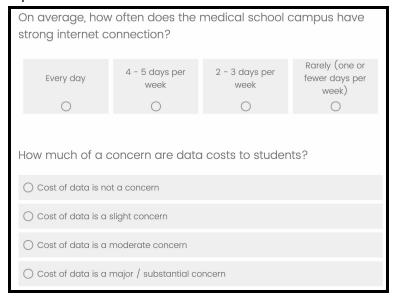
You will first identify what other resources are currently available to students at your university.

What educational resources your students have access to through your medical school?

Please select all that apply.

☐ Hard copy textbooks

☐ E-books / E-textbooks

☐ HINARI/Research4life

☐ Online databases
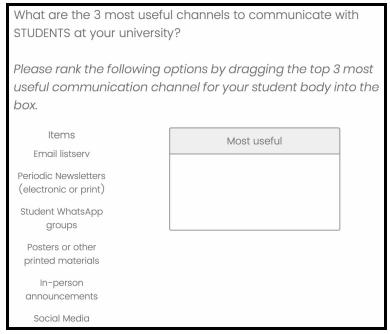
☐ AMBOSS

☐ Other (Please specify)

[ ]

You will then estimate the current knowledge of UpToDate to provide Better Evidence with additional context and background information about your university so that we can appropriately aid in developing communication materials.

To the best of your knowledge...

What percentage of your STUDENTS have **heard** of UpToDate? `[ ⌄ ]`

What percentage of your FACULTY have **heard** of UpToDate? `[ ⌄ ]`

You will then be asked two questions about internet and data accessibility at the university. It is important for Better Evidence to be aware if internet connection may be difficult in your setting.

On average, how often does the medical school campus have strong internet connection?

Every day	4 – 5 days per week	2 – 3 days per week	Rarely (one or fewer days per week)
○	○	○	○

How much of a concern are data costs to students?

○ Cost of data is not a concern

○ Cost of data is a slight concern

○ Cost of data is a moderate concern

○ Cost of data is a major / substantial concern

You will also be asked two questions about the best ways to communicate with students and faculty within your university. These questions help the Better Evidence team appropriately aid in developing communication materials for these channels.

What are the 3 most useful channels to communicate with STUDENTS at your university?

Please rank the following options by dragging the top 3 most useful communication channel for your student body into the box.

Items	Most useful
Email listserv	
Periodic Newsletters (electronic or print)	
Student WhatsApp groups	
Posters or other printed materials	
In-person announcements	
Social Media	

Key Personnel
This section will ask about contact information for key personnel who would need to be involved in the process of implementing the Better Evidence for Training program.

If you do not hold one of these roles, you will be required to provide basic background information including name, email, and phone / Whatsapp number for your university's:
- Medical Librarian
- Technology Support Officer
- Signatory (typically the Dean of the Medical School or University)

You will then need to indicate who will serve as the university's **Training Champions**. Champions act as local advocates and liaisons, promoting the use of UpToDate within the university through registration events, training sessions, and student/faculty communications. Champions will need to devote about 10 hours per month to these promotional activities, and will be compensated for their work by Better Evidence with a monthly stipend.
These one or two Champions can hold any role within the university, although we recommend Medical Librarians and Technology Support Officers given their areas of expertise.
A full Champions job description can be found here:
https://drive.google.com/file/d/1L3XnswySUp6JCfimDCcBguX36-KjpccK/view

Better Evidence for Training Champions

Better Evidence for Training relies on local representatives—Better Evidence for Training Champions—to liaise with our US-based team and spread the word about UpToDate in their respective communities. Champions are responsible for leading communications, registration, and training initiatives at each university and affiliated training sites. Being a Champion requires an average of 10 hours per month, and Champions will be compensated for their work with a monthly stipend.

Please refer to the Better Evidence for Training Champions Job Description for more information.

Each university must have at least one Champion and may have two. In the following section, please identify your university Champion(s).

Champion 1 Information

Full name:

Role / job title:

Email:

Phone / WhatsApp No. (with country code):

School Sites

*If your application is accepted, the university and **all** of its affiliated teaching sites are eligible to receive free access to UpToDate. This section will ask for location, contact, and technical information for the medical school and all affiliated sites. This information may be known by the technology support officer at your university and at each affiliated site.*

First, you will need to complete basic information about the medical school campus including its address, phone number, point of contact, and setting (urban or rural).

Medical school name:	
Mailing address (street AND city):	
General site phone number (with country code):	
Medical school point of contact name:	
Medical school point of contact role / job title:	
Medical school point of contact email:	

Note: The point of contact should be a person who is well positioned to receive and be copied on all general requests related to the site.

Providing the sites' external IP address is critical *should your application be accepted.*
Access to UpToDate will be enabled via the **external IP address** for each participating site. We cannot provide access without accurate information.
Please note: the following IP address ranges are internal and will not be accepted:
- 192.168.0.0 - 192.168.255.255
- 172.16.0.0 - 172.31.255.255
- 10.0.0.0 - 10.255.255.255
Please refer to each site's technology support officer to determine the site's external IP Address. Once you think you have the address(es), please confirm them prior to submitting your application. Visit https://ipinfo.info/html/ip_checker.php and enter each IP address in the IP/Domain Checker field.

You will provide the external IP information for the medical school itself first, along with an IT contact.

Please refer to each site's technology support officer to determine the site's external IP address. To confirm external IP address, please visit https://ipinfo.info/html/ip_checker.php and enter your IP address(es) in the IP/Domain Checker field.

Note: The IT contact should be someone who can assist with questions relating to the IP address should any issues arise with it. They can be the same person listed previously for point of contact.

IP address: [   ]

IT contact email: [   ]

Note: The IT contact should be someone who can assist with questions relating to the IP address should any issues arise with it. They can be the same person listed previously for point of contact.

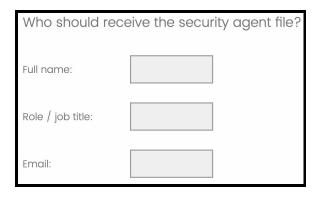You will then be required to state whether this IP address is static or dynamic.

Is the IP address for the medical school static or dynamic?

Note: A static IP address does not change. A dynamic IP address changes over time. Please refer to each site's technology support officer for assistance.

○ Static

○ Dynamic

If the IP address is dynamic, you will be asked about the file type required to set up a security agent and the contact information for whom that file should be sent to.
More information about security agents can be found here:
https://drive.google.com/file/d/116u5k8_q968Cduvu5N0wTcJO3GhGk29S/view

Dynamic IP addresses require a security agent. Please confirm the file type needed to set up a security agent at this site

Note: See this document for more details

○ ASP

○ PHP

○ JSP

○ Perl

Who should receive the security agent file?

Full name: [   ]

Role / job title: [   ]

Email: [   ]

You can then also indicate whether or not the site has remote network access through VPN or proxy server (i.e., EZproxy) as UpToDate can be accessible remotely in this way.
If the site does have remote network access, you will need to then provide the server IP address for that VPN or proxy server.

At this point you will indicate how many other sites are affiliated with the school that would like access to UpToDate (i.e., sites where medical students, interns and residents/registrars train). For each additional site, you will fill out similar information as you did for the medical school:

Site name: [   ]

Mailing address (street AND city): [   ]

General site phone number (with country code): [   ]

Number of inpatient admissions annually: [   ]

Number of outpatient visits annually: [   ]

Number of beds: [   ]

Number of clinicians at this site: [   ]

Number of trainees at this site: [   ]

Point of contact name: [   ]

Point of contact role / job title: [   ]

Point of contact email: [   ]

You will also be asked to provide the external IP addresses and IT points of contact for all additional sites, as well as verify if the IP addresses are static or dynamic. If they are dynamic, you will need to provide additional information about their security agent file types and IT contacts to send them to.

End

Finally, as a last question, you will be asked how you learned about the Better Evidence for Training program.

How did you hear about the Better Evidence for Training program?

○ Colleague from within your medical school (please indicate who)

[   ]

○ Colleague from another medical school (please indicate who and which other school they belong to)

[   ]

○ Social media (please specify which website / app)

[   ]

○ Other

[   ]

You have then completed the application!
Remember, you may contact betraining@ariadnelabs.org with questions at any time.

We look forward to receiving your application!