2022 Better Evidence for Training Application Guide

Application available here:
https://harvard.az1.qualtrics.com/jfe/form/SV_b1NpM50unpiHxhc

This document contains an overview and timeline of the application process as well as detailed descriptions of the questions included in the 2022 application.
Please review this prior to starting the application so you can be prepared to answer all questions accurately.

Better Evidence is pleased to accept applications from sites seeking free access to UpToDate for students and faculty. Eligibility criteria are listed below:
- Must be in Africa
- Must be a medical school
- Must be a degree-granting institution
- Must have internet connectivity
- Must complete the application form in English
- Must nominate one or two Champions who are willing and able to invest 10 hours per month in promoting the use of evidence-based clinical resources on campus

Admissions will be rolling, and incomplete applications will not be considered. You may need to connect with your IT department, school officials, or other contacts at affiliated facilities to collect needed information.

 This application will ask about:
- Medical education resources and curriculum
- Student body
- Technological connectivity (including site-specific IP addresses required for access)
- Contact information for representatives and affiliated sites

You may contact our team at **betraining@ariadnelabs.org** with any questions or concerns. If you would like to connect with other schools in the program, we are pleased to connect you. You can also read more about one school's experience with the program here: https://www.ajol.info/index.php/ahs/article/view/211810

2022 Application Cycle Important Deadlines:

- Application Opens: **January, 2022**
- Application Deadline: **Rolling / first-come first-served, will close once capacity is reached (in previous years this has been around April)**
- Award Notifications Sent: **Rolling, as submissions are completed**
- Signed Agreement Due: **Within 2 weeks of agreement receipt**
- Subscription Turned On: **First week of the month subsequent to agreement signing**
- Verification of Access: **Within one month of subscription being turned on**
- Champion Onboarding and Training: **Within 2 months of access start**

Process Roadmap

For our small team to serve as many schools and facilities as possible, we will follow the timeline below. At any time, the Better Evidence team can be reached at betraining@ariadnelabs.org to answer any questions.

Application Opens: January, 2022

Medical schools must submit a complete application to be considered. The application 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. Applications will be reviewed and approvals granted on a rolling basis. The application will be closed once capacity is reached, which in previous years has been around April. Please note that incomplete applications will not be reviewed.

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

Award Notices Sent: Rolling / first-come first-served

The Better Evidence team will review applications as they are submitted. Applications completed earlier will get priority, and award notices will be sent on a rolling basis until we have reached our annual maximum capacity.

UpToDate Agreement Put in Place

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 within two weeks of receipt for the subscription to be turned on.

UpToDate Enables Access

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.

Better Evidence Champions Onboarded and Trained

Experienced Champions will onboard and train the new medical school's nominated Champions alongside the Better Evidence team, providing customized communications materials for tool promotion and training. New Champions will also be paired with mentor Champions from other universities. Champions will create and roll out communications campaigns to ensure

widespread knowledge of the availability of UpToDate at the medical school, while receiving ongoing support.

Better Evidence Supports Monitoring & Evaluation: 2022 – 2027

UpToDate will develop reports for each medical school that show an overview of registrations, tool usage, and topics that are most frequently accessed. Reports will be sent to Champions every other month. Medical schools will receive a survey annually from Better Evidence to allow them to share their experiences and help shape the program design.

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

Application Form

Below are detailed descriptions of all questions included in the 2022 application. Please prepare your responses prior to beginning the online application.

<u>Introduction and Contact Information:</u>
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 your university name and country.

You will provide 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.

You must also confirm the site you are applying on behalf of is a **degree-granting medical school in Africa**. Nursing schools, schools granting certificates only, and schools outside of the African continent are not eligible to participate at this time.

<u>School Information:</u>
In the next section, you will be asked about your school's curriculum, structure, and size.
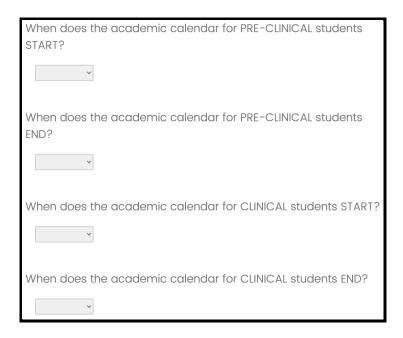
You will then need to input your university's enrollment and staffing statistics. Please be as accurate as possible. UpToDate needs to know this information so they can be prepared to

handle the number of students and faculty creating accounts. There is no cap to the number of individuals who can enroll from your site, and they are aware that this number can change.

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 us of the appropriate timeline for when access will need to be "turned on" by, and will help us understand what to expect in terms of usage (e.g., UpToDate usage tends to be lower during the holidays).
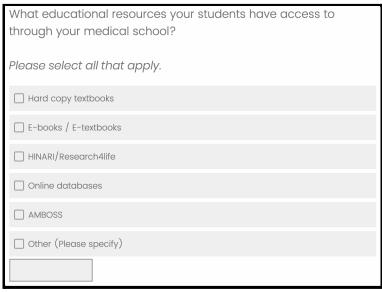
Undergraduate Curriculum

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 and faculty know about and 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 digital tools, evidence based resources, and UpToDate, to provide Better Evidence with a baseline understanding so that we can appropriately aid in developing communication materials.

When it comes to digital tools, to the best of your knowledge...

What percentage of your STUDENTS use digital tools in class / to study? [⌄]

What percentage of your FACULTY use digital tools for / while teaching? [⌄]

What percentage of your STUDENTS use digital tools while training in wards / practicals? [⌄]

What percentage of your FACULTY use digital tools while seeing patients? [⌄]

When it comes to evidence-based clinical resources (EBCRs), to the best of your knowledge...
EBCR definition: regularly updated, expert-authored tools that synthesize the primary literature to guide clinical decision making, e.g. Dynamed, UpToDate, PubMed, etc.

What percentage of your STUDENTS **are aware** of evidence-based clinical resources? [⌄]

What percentage of your FACULTY **are aware** of evidence-based clinical resources? [⌄]

What percentage of your STUDENTS **use** evidence-based clinical resources? [⌄]

What percentage of your FACULTY **use** evidence-based clinical resources? [⌄]

When it comes to UpToDate, to the best of your knowledge...

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

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

What percentage of your STUDENTS currently **use** UpToDate? [⌄]

What percentage of your FACULTY currently **use** UpToDate? [⌄]

You will then be asked questions about internet and data accessibility. It is important for Better Evidence to be aware if internet connectivity may be tenuous in your setting.

On average, how often is the internet poor or unreliable on the medical school campus ?

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

Approximately what percentage of students have internet access while off-campus?

[⌄]

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:
- 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 Champion job description can be found here:
https://drive.google.com/file/d/1i5-NKeZrbHYH42SVdXn-qDanb-hnQ5wu/view?usp=sharing

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/training 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.

You will then provide the sites' external IP address - this is a critical piece of information. Access to UpToDate will be enabled via the **external IP address** for each participating site. We cannot provide access without accurate information. **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.

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

Here is a basic way to determine your external/public IP address:

1. Visit a search engine like Google (google.com) and search for what's my IP
2. The first result you get should be a site called What's My IP Address (http://www.whatismyip.com/). Click on that.
3. Your external/public IP address should be prominently displayed on the resulting page.

Again, please work with each site's technology support officer to verify the site's external IP Address.

You will provide the external IP information for the medical school itself first, along with an IT point of 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 the site point of contact or Technology Support Officer.

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. We highly recommend the contact be an IT / ICT / Technology support officer.
More information about security agents can be found here:
https://drive.google.com/file/d/1ZjAV3ejbLTRJ9YCo6Ms-XtBOi6fxxndg/view?usp=sharing

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 sites are affiliated with the school that would like access to UpToDate (i.e., sites where medical students, interns, residents, or registrars train, and/or

where faculty teach or work). We recommend working closely with a primary contact from each site to fill in the subsequently needed information.

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, and will have the chance to confirm you are ready to submit your application. Once you submit, you will not be able to go back to your application information. However, before clicking the final arrow, you can still go back and review your previous answers.

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!