

From the August 21st RESCUE Meeting

RESearch Coordinators United in Excellence Newsletter

Announcements

Ivy Tillman HAC—Discussed the fact that all of the cancer research groups would be changing to a new IRB—NCI IRB. More details to follow, but this IRB will be specific to cancer and oncology studies, and would be administered through OHRP. More details to follow.

Joan Holloway, OCIS - HELPFUL REMINDER

"See the OCIS website for additional resources and information to help you with study patient scheduling and billing insurance:

<http://www.mcg.edu/ocis/review/StudySchedulingandBilling.html> “

Kim Koss, OHRP- Reminder of the monthly training sessions on Amendments, Continuations, Adverse Events and Informed Consent Documents. Anyone who would like to schedule this training for their departments can call or email Kim. She will bring the training to your areas by appointment.

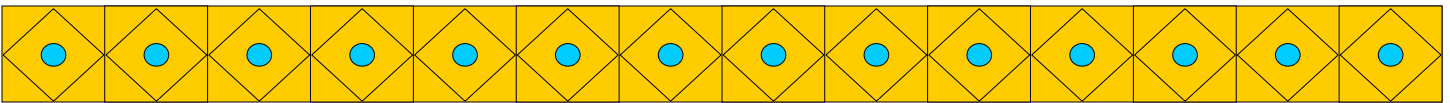
Also, Coordinator University is scheduled for October 5-9, 2009. Anyone who is interested or knows someone who needs to attend, please call or email Kim Koss.

Carrie McAteer, with Hematology and Oncology Department: There is an opening for a study coordinator/research associate in their department. Anyone who is interested, please contact her department.

Top Ten “Road Blocks” with CITI Training and Submissions



- 1. No CITI completed.**
- 2. CITI certification has expired.**
- 3. Incorrect CITI learner group completed.**
- 4. Too many CITI learner groups completed.**
- 5. When it's time to recertify, logging in as a new user and starting from scratch:**
 - Puts you in the system twice**
 - Requires you to do the same amount of work twice**
- 6. Affiliating with a different institution, other than MCG (accidentally).**
- 7. Scoring below 80% and not passing CITI certification.**
- 8. Choosing the optional courses and not the required courses.**
- 9. Completing CITI certification and/or re-certification for someone else (fraud).**
- 10. Transferring CITI from another institution – follow the correct procedures.**
 - If that person is working on MCG research here at MCG, then he/she will have to transfer or “re-affiliate with MCG”**
 - If someone is working on MCG research, but physically will remain at his/her institution, and he/she is CITI certified at that location, we will honor their CITI.**



Presentation:

Managing Change in the Workplace

The Reality Today and the Near Future

- Furloughs
- Hiring Freeze (new and existing open positions)
- Shift in responsibilities (different and increase)
- Doing more with less

Change Reactions

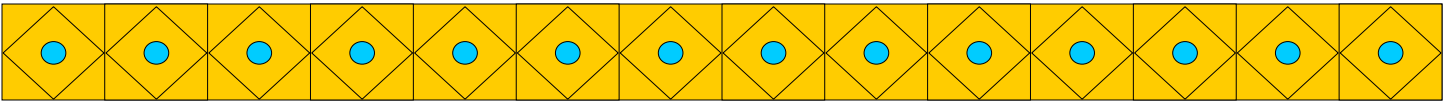
According to the *Ottawa Business Journal* article [How Change Affects Teams](#), by Ruth Gmehlin, the four common, yet distinct, behavioral reactions to change are:

People who thrive on change—Direct, results-oriented people who embrace quick decisions and changes, challenge the status quo, and initiate change activity within [an organization].

People who aren't bothered by change—Optimists whose enthusiasm and creative solutions to handling change keep others motivated during flux situations.

People who resist change and need time to prepare—Steady decision-makers who don't like to be rushed and appear to "put up" with change.

People who are concerned with the effects of change—Cautious, careful objective thinkers who seek to maintain high standards, regardless of changes going on around them.



There are three levels at which people are involved in change

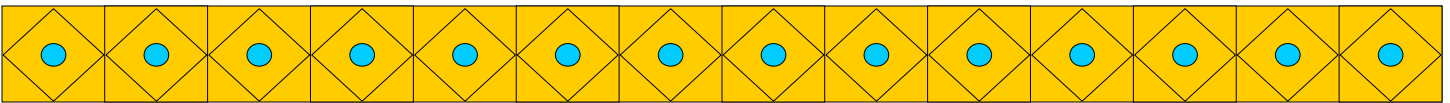
- Aware of
- Accepting of
- Committed to

Acknowledge emotions

- Fear
- Anger
- Resentment
- Depression
- Anxiety
- Panic

Next, have productive conversations with those who are involved.

Let go of the emotions and move forward



■ **Look for opportunities to invite change.**

- **Where can your processes be streamlined?**
- **What can you learn from spots where things bog down now?**
- **Are you using an employee's best gifts or simply using them where you need a warm body?**

For You as a Person

Develop support relationships at work and home. People with friends on whom they can rely during stressful times experience fewer negative effects of the stress change can bring. They also remain healthier, are more successful, and live longer.

Take care of yourself. Eat a balanced diet, exercise, and get enough rest. Take time to relax with friends and family. Enjoy your hobbies. Listen to your body. If you don't think these suggestions are important, look around at others who aren't using them.

Build self-esteem. There is only one you. You have special talents and interests. List what you like about yourself and note your special talents. Also, list what you appreciate about family and friends. Tell them and make them feel good, too.

Be open and flexible. Knowing that change can happen at any time helps you accept and adjust when it occurs. Most people are eager to settle into comfortable routines. Realize that your present routine may only be temporary.

Keep your "sunny side" up. A positive attitude helps you feel good about yourself, goes a long way toward improving your health, and helps you deal with changes that come along.

■ **Take control of your life.** What can you do now that will help you cope with the changes in your life? Make a list of options. What are the positive and negative outcomes of each choice? Practice finding the good in each of life's changes. It's not what happens to you that causes you to be happy or unhappy; it's how you react to what happens. Your reaction governs the outcome. Take charge of your thoughts and actions.