Development and Implementation of Micro-Trainings as Part of Continued Education for Clinical Research

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1. Background
This Quality Improvement Project addresses the need for continued education for clinical research coordinators (CRCs) within the Mayo Clinic Comprehensive Cancer (MCCCC). While the course has been successful for new hires, the next step is to ensure that established study teams are re-educated as workloads increase and trials become more complex. Additionally, there is a lack of process to share updates to Quality Management System (QMS) documents and resources while still outlining the fundamentals of research in an accurate, yet "quick" manner center. In late 2020, MCCCC established a Cancer Clinical Trials Office (CCTO) New Hire Orientation to help establish expectations and resources available for CRCs and other study team members. While the course has been successful for new hires, the next step is to ensure that established study teams are re-educated as workloads increase and trials become more complex. Additionally, there is a lack of process to share updates to QMS documents and resources while still outlining the fundamentals of research in an accurate, yet "quick" manner.

2. Goals
Our goal was to develop a monthly micro-training program that can be continuously updated throughout the year and can help communicate and sustain training among CCTO CRCs. These micro-trainings can also be used during the CCTO New Hire Orientation as additional resources, and utilized to address additional re-education, if needed.

3. Solutions and Methods
Create a fixed monthly continuing education program that revolves around one or two general topics that can be emphasized in 5-15 minutes. These micro-trainings use the fundamentals of change management to establish the need for and importance of topic education, location of topic resources, and a high-level overview of the process with an example. They are kept high-level to help reduce the maintenance for these modules, while pointing staff to the specific resources that will be updated per QMS needs.

These trainings are then placed into the institutional learning program to be sent out to staff at scheduled intervals. The learning program also maintains an attestation of completion that is auditable.

4. Outcomes
Outcomes are pending; however, general feedback from both new hires (who are piloting the modules) and CRCs has been positive.

5. Lessons Learned and Future Directions
At this time, we are continuing to develop the topics with a targeted implementation of the full program scheduled for June 2023.