



Research Associates Program
Director@RAProgram.org

Date Month 201_

Health Professions Adviser's
FirstName LastName, Degree
AcademicPosition (e.g., Associate Professor of Chemistry)
Department
School
StreetAddress
City, State, Zip
E-mail address

Dear Dr./Mr./Mr./Ms. Professions Adviser's Last Name:

Mr./Ms. FirstName LastName participated in our Research Associates (RA) program in the Department of Emergency Medicine for this Spring Summer Fall session, 201_. This is his/her first second third semester in the program.

He/She had task-oriented interactions with the staff and patients in our high volume, inner-city Emergency Department. He/She was exposed to the problems and challenges of patients with acute undifferentiated medical problems. He/She contributed as a productive member of the team in an often difficult research environment.

At the beginning of the semester, Mr./Ms. LastName completed the orientation sessions on

- the methodology of clinical research,
- ethical issues in research, including successful fulfillment of the NIH's Protecting Human Research Participants course and HIPAA compliance acknowledgement,
- safety issues in medical practice, including immunizations and nosocomial disease transmission,
- didactic instruction on the background and rationale for primary care screening in the emergency department and
- facilitating primary care practitioner visits and screening services for tobacco cessation, prostate and colon rectal cancers and access to dental and primary care practitioner services

Mr./Ms. LastName also studied the specific details of the research being conducted in our emergency department and practiced the protocol until the investigators judged her proficient.

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Affiliate: New York-Presbyterian Healthcare System
Columbia University College of Physicians & Surgeons



In the IRB-approved research on facilitating primary care screenings, Mr./Ms. LastName followed our established model to approach ED patients and visitors and use a scripted algorithm to assess if they were up-to-date for a screening recommendation or needed preventive intervention. If the participants were not up-to-date with their screening or needed an intervention, Mr./Ms. LastName gave them suggestions on how to accomplish this and then arranged a follow-up call to determine outcome.

Description of any additional studies for which the RA enrolled participants.

This is a summary of Mr./Ms. LastName's work with us:

Semester	Year	Study	Approached	Enrolled (% of eligible)	Service

Mr./Ms. LastName's Performance Evaluation as an RA

Mr./Ms. LastName served ___#Total___ shifts of four hours each in the Department during her semester with us. His/Her sign-ins and sign-outs were examined for each shift. He/She was on time for ___#Total___ of her shifts and never left shift early.

or

left shift early without permission ___#Total___ times.

He/She [any special details of any semester, like top RAs , 0000/0800 shift, etc.]

Top RAs:

A) enrolled/shift (top 25%), B) approached/hour (top 25%), C) enrolled/eligible (top 25%). Also must have NO Unsatisfactory in EP/RN eval. or Needs Work in Final eval.

We identified Mr./Ms. LastName as one of the ___#___ top RAs this semester, noted as outstanding for their effort, productivity and positive evaluations.

Mr./Ms. LastName's Assessment by Clinical Personnel

An emergency physician or emergency nurse evaluated Mr./Ms. LastName's performance on each shift with regard to attire, professional demeanor and attitude, and productivity for the study. For these criteria, she received consistently positive ratings. [except as noted]

These evaluators were also asked to rate Mr./Ms. LastName's overall performance on that shift as:

- Outstanding
(at the level of the top 5% among RAs they had evaluated over all semesters)
- Satisfactory
(at the expected level of patient interaction, i.e., of a senior medical student)
- Unsatisfactory

He/She received __#__ Good, __#__ Outstanding and __#__ Unsatisfactory ratings

Comments from the ED staff concerning Mr./Ms. LastName included:

Mr./Ms. LastName's Assessment by RA Program Cadre

Comments from the RA Program staff who worked with Mr./Ms. LastName included:

- Something

On his/her evaluation shifts in the middle and at the end of the semester, Mr./Ms. LastName was directly observed by one of the program cadre as he/she enrolled one to several participants in the study. Assessments were made for the following characteristics:

Rating Scale:

N = Needs Work S = Satisfactory O = Outstanding

(#) = number of RAs who received this particular evaluation

	Mid-Semester: (of __#__ RAs evaluated)			End-Semester: (of __#__ RAs evaluated)		
Patient Interactions						
Warm and engaging	(#) []N	(#) []S	(#) []O	(#) []N	(#) []S	(#) []O
Eye contact	(#) []N	(#) []S		(#) []N	(#) []S	
Speaks distinctly	(#) []N	(#) []S		(#) []N	(#) []S	
Adjusts volume so subject can hear	(#) []N	(#) []S		(#) []N	(#) []S	
Listens before talking	(#) []N	(#) []S		(#) []N	(#) []S	
Able to engage subject and visitors in "small talk" after study completed	(#) []N	(#) []S	(#) []O	(#) []N	(#) []S	(#) []O
Research						
Accurate in data collection	(#) []N	(#) []S		(#) []N	(#) []S	
Follows script	(#) []N	(#) []S		(#) []N	(#) []S	
Follows protocol	(#) []N	(#) []S		(#) []N	(#) []S	
Asks appropriate F/U questions to insure correct data as needed	(#) []N	(#) []S		(#) []N	(#) []S	
Efficient in proceeding through protocol	(#) []N	(#) []S	(#) []O	(#) []N	(#) []S	(#) []O

Comments from the RA Program evaluators were elicited.

- Mid-Semester Evaluation:

- End-Semester Evaluation:

Mr./Ms. LastName's Assessment by Research Participants

Study participants' comments included:

- Mid-Semester Evaluation:
- End-Semester Evaluation:

As Program Director, my assessment of Mr./Ms. LastName's work with us is that she is an RA who [Director's comments].

The Department of Emergency Medicine and the Research Associates Program were very pleased with Mr./Ms. LastName's work and have offered him/her the opportunity to continue with the Research Associates program in upcoming semesters.

Keith Bradley, MD
Program Director