Training Tools to Ensure Accurate CIBMTR Data Reporting by New Research Coordinators

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There are no conflicts of interest to disclose
Blood and Marrow Transplant Program

Taussig Cancer Center

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Our Team:
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Background:

• Standardized training for completion of CIBMTR forms

• Training techniques for new Research Coordinators

• Strive to lower error rates and enhance employee retention
Rationale:

- Research Coordinators are responsible for capturing and entering correct data
- Proper training tools will help gather most accurate information
- Positive impact on research studies through CIBMTR & internal program database
Best Practices:

• Four year Audit by CIBMTR which focuses on high error rate fields

• In-service requirements

• Reviewing errors and creating/implementing continuous improvement action plans
Method:

The Lead Data Manager has created a training system;
• Error Correction List
• Physician Sign Off
• E-Learning
• Dual Monitor System
• Physician In-Service Meetings
• Online CIBMTR Manual
• Progression of Forms
• Bi-Monthly Meetings
Error Correction List

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Physician Sign Off

Cleveland Clinic
Blood & Marrow Transplant Program

Plasma Cell Disorder Physician Sign-Off

Patient Name: __________________________ CCF#________________________

Karnofsky: _______ ECOG: __________

Classification at Transplant:

☐ Multiple myeloma-lgG
☐ Multiple myeloma-lgA
☐ Multiple myeloma-lgD
☐ Multiple myeloma-lgE
☐ Multiple myeloma-lgM
☐ Multiple myeloma-light chain only
☐ Multiple myeloma-non-secretory

☐ Plasma cell leukemia
☐ Solitary plasmacytoma (no evidence of myeloma)-
  □ Extramedullary  □ Bone derived
☐ Osteosclerotic myeloma/POEMS syndrome
☐ Light chain deposition disease
☐ Other plasma cell disorder—
  Specify: __________________________

Light chain: □ Kappa □ Lambda

Durie-Salmon staging (at dx):
☐ Stage I
☐ Stage II
☐ Stage III
☐ Unknown

Sub classification:
☐ A (serum creatinine <2.0 mg/dL)
☐ B (serum creatinine ≥ 2.0 mg/dL)

Immunohistochemical type
☐ Secretory
☐ Non-secretory

I.S.S.:
☐ Serum S2-microglobulin:
  □ <50ng/ml  □ 50-150ng/ml  □ >150ng/ml

Serum albumin:
☐ <3.5  □ 3.5-4.5

Stage:
☐ 1 (S2-mic <3.5, S. albumin >3.6)
☐ 2 (S2-mic <3.5, S. albumin <3.6; S2-
  mic >3.5-<5.5, S. albumin >)
☐ 3 (S2-mic >5.5, S. albumin >)

Status at Transplantation:

☐ Stringent complete remission (sCR)
☐ Complete remission (CR)
☐ Near complete remission (nCR)
☐ Very good partial remission (VGPR)
☐ Partial remission (PR)
☐ Stable disease (SD)
☐ Progressive disease (PD)
☐ Relapse from CR (Rel) (untreated)
☐ Unknown

Number
☐ 1st
☐ 2nd
☐ 3rd
E-Learning

Online Training

Educational modules are continually being developed to instruct both new and seasoned data managers. These courses are securely stored in the NMDP/Be The Match Learning Center. The Learning Center has the capability of tracking users, testing, and providing completion certificates.

Access to the Learning Center

- New users: Create an account in the Learning Center by using the link on page 1 of the Learning Center User Guide for Network Learners.
- Returning users: Log on to the Learning Center
- If you have difficulty with logging in, please email a brief description to Learning Center and include a screenshot when possible.
- After entering the Learning Center, filter the Course Catalog by the 'CIBMTR Data Management' option.

eLearning Course Menu

The following courses are located in the Learning Center. See the access information above.

HLA Series

- Introduction to HLA – Describes HLA and the factors that may affect HLA matching. (17:04 minutes)
Dual Monitor System
Physician In-Service Meetings
Online CIBMTR Manual

Manuals

Use these reference manuals to learn how to submit data efficiently and smoothly with CIBMTR.

- **Forms Instructions Manual**
  Refer to this comprehensive reference guide to get information on completing the Transplant Essential Data (TED) Forms and the Comprehensive Report Forms and submitting them to CIBMTR.

- **Retired Forms Manuals**
  Archived manuals for retired CIBMTR and National Marrow Donor Program® (NMDP)/Be The Match® forms, Appendices and General Instructions documents (for reference purposes only).

Related Links:
- Data Collection Forms
- How to Work with CIBMTR
- SCTID Requirements
Progression of Forms

2455, 2450, 2000, 2100, 2200
Bi-Monthly Meetings
Outcome

• Success of training tools and Data Manager program rely on consistency of use with continuous revisions

• Lower error rate before next CIBMTR audit

• Proficient, efficient, and competent Data Managers will ensure acceptable audits
Every life deserves world class care.