

## **MROQC Onboarding & Training Procedures for New Facilities/Staff**

As part of the onboarding process, MROQC provides a series of orientation and training sessions for our facility staff. This document outlines the information covered in those sessions.

- New Facilities: Introduction to MROQC will be provided for viewing after full execution of the MROQC Participation Agreement. A Q & A session will also be set up.
- New staff (*at existing MROQC facilities*): Will need to view the Introduction to MROQC recording.
- All role-specific trainings must be completed prior to starting data entry on MROQC.

### ❖ Introduction to MROQC

Who: New MROQC facilities and/or staff (*at a minimum, this is required for: Clinical Champion, Facility Administrator, the Clinical Data Abstractor (CDA), and the Physics Lead*)

Conducted: recorded webinar (narrated by the MROQC Program Manager, Melissa Mietzel)

Length: ~30 minutes

Some Examples of Topics Covered:

What is MROQC: Overview

Why MROQC

Mission, Vision, Values

Our Sites

MROQC Structure

Coordinating Center Team

MROQC Requirements & Site Roles/Responsibilities

Requirements

Roles/Responsibilities

Abstraction Support (FTE Model)

Collaborative-Wide Meetings

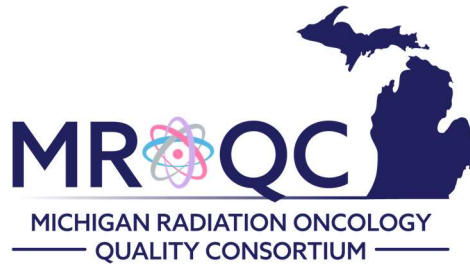
BCBSM Incentive Programs

Pay for Performance (P4P)

Gold Card

CQI Value-Based Reimbursement (VBR)

MROQC Quality Improvement (QI) Working Groups | Committees



## **MROQC Role-Specific Training**

### ❖ Clinical Data Abstractor (CDA) Orientation & Database Training

Who: Staff who fill the CDA role

Conducted: Virtually by the MROQC Clinical Quality Lead and the MROQC Database Coordinator

Length: varies (described below)

#### *CDA Orientation*

The initial training session is 1 hour.

Topics Covered:

- MROQC Overview
- CDA Role
- MROQC Quality Projects
  - Patient eligibility
  - MROQC forms
  - Workflow
  - Tracking
  - CDA Forms
- MROQC Resources

#### *Self-guided MROQC CDA Training Document*

Topics Covered:

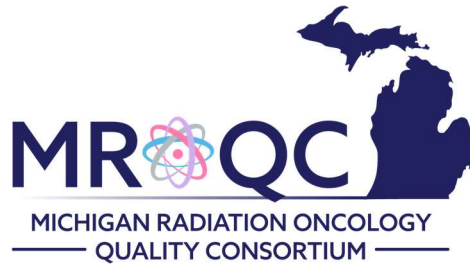
- About MROQC Clinical Projects
  - MROQC Database
  - Bone Mets Database
  - Prostate Database
- Forms

#### *Post-Orientation Check-in:*

An hour check-in takes place ~ 6-weeks after the initial training (*and completion of Database Training*).

Topics Covered:

- Enrollment
- Site reports
- Audits
- Any questions they may have



*Database Training:*

All CDAs meet with the MROQC Database Coordinator for 1-hour database training (*conducted virtually*). CDAs must complete clinical data entry for test cases on all enrolling MROQC projects (Breast, Lung, Bone Mets, and Prostate) in the respective project database testing environment. Upon successful completion of the test cases, a CDA will be cleared for data entry.

Topics Covered:

- How to access
  - Breast and Lung database
  - Bone Mets database
  - Prostate database
  - Level 1 and Level 2 Password Criteria
  - Password resets
- Sending support tickets
- Enrolling patients
  - Eligible and not eligible
  - MROQC patient ID
- Entering forms
- Editing forms
- Excluding forms
- Terminating a patient
- Monthly quality checks
- Database checklist

*CDAs will also have 1-hour online training sessions whenever a database is launched or updated.*

Additional Training Occurs via:

- Bi-monthly CDA calls (30 minutes)
- CDA breakout sessions (held at the tri-annual MROQC collaborative-wide meetings)

❖ Physics Data Abstractor Orientation & Database Training

Who: Staff who will enter MROQC physics data

Conducted: Self-guided by new member and virtually by Coordinating Center physics staff

Length: Varies (described below)

*Self-guided MROQC Physics Training Document*

Topics Covered:

- About MROQC Physics
- Projects
  - MROQC Database
  - Bone Mets Database
  - Prostate Database
- Uploading Data



Forms  
DICOM Data  
Site Reports

*Post-Orientation Check-in:*

A 20-minute check-in takes place ~ 4-weeks after the initial training.

Topics Covered:

- Cases submitted
- Any questions

*Physics abstractors will also have 1-hour online training sessions whenever a database is launched or updated.*

Additional training occurs via:

- Physics & dosimetry breakout sessions (held at the tri-annual MROQC collaborative-wide meetings)
- Physics & dosimetry group meetings (3x per year between collaborative-wide meetings; ~1 hour)