Moderator: Thanks, Parker. Good afternoon, everyone and thank you so much for joining us today. We are so excited to present the new VAIRRS University.

Just to give you a little background, the resources that are going to be available to you in the university are not new. The resources have been available for some time.

However, the way that the VAIRRS—the SharePoint site—was originally structured made those resources very difficult to find. So, what we’ve done is we imagined how these resources are presented to you—the end users.

We’ve developed user role pathways and kind of fed in all of the related resources into each pathway. We think that that this new presentation is going to make the resources much easier to find and therefore much more useful to you.

The VAIRR support team is going to now walk you through the university, explain to you how to navigate and how to find the materials that you are looking for. With that, I will turn it over to Cat Varga who’s led the effort to reorganize our resources into the VAIRRS University. Cat, please take it away. Thank you.

(Long pause)

Hey, Cat, if you’re speaking, we can’t hear you.

Cat Varga: (Long pause)

Sorry about that. I’m just setting up the recording here. Alrighty.

Good afternoon, everyone, and welcome to the January installment of the VAIRRS Monthly webinar series. My name is Catherine Varga. I’m a member of the VAIRRS Support Team.

Today we’re going to walk through the newly launched VAIRRS University—a revised training library designed by the VAIRRS Support Team to allow VA research employees like yourselves to more easily locate VAIRRS specific training resources.

As you can see, VAIRRS University is housed within the larger VAIRRS SharePoint site. This library has taken the place of the VAIRRS Toolkit which was the previous means for housing VAIRRS specific resources for you all to access and reference.

VAIRRS University contains a variety of great resources. We have best practices and tutorials developed by the VAIRRS support team and other VA medical centers that work within VAIRRS, as well as content generated by IRB Net and courses from VA’s Talent Management System or TMS.

The VAIRRS Support Team is in charge of managing the university. So, we’re here to answer any of your questions related to the content or issues navigating through the library. If you have questions or need assistance, we encourage you to reach out to us via the VAIRRS Support Team inbox at VAIRRS@va.gov which I’ve highlighted here.

As a reminder, VAIRRS University bis intended to assist you in navigating within the IRB Net system. However, you should always refer to your local policies and procedures for final instruction.

All right, well, let’s begin right here on the VAIRRS University homepage which at the top contains some text outlining a lot of what I just covered. The first thing I want to show you is how the library is structured.

As you can see, we’ve created a series of user role pathways and training material categories that you all can leverage to effectively navigate through all the available resources and more readily access the materials that are relevant to you.

To show you how this works, I want to first draw your attention to this link at the bottom of the homepage. It says, “For a full list of all of the resources that comprise the VAIRRS University Training Library, click here.”

So, clicking on this link will take us to a subpage with a table containing all of the resources available within the library as a whole. Each of those user role pathways and training material categories constitutes a curated, filtered view of this table. Let’s call it the Overall Library View Table.

So, by generating various tags and utilizing filters, we’ve created a series of views for each user role pathway and training material category that displays the resources within the library relevant to the pathway or category selected.

You’ll see more clearly what I mean by this in a moment when we walk through the pathways and categories together. But I did want to drive home the fact that the user role pathways and training material categories constitute a filtered view of this overall library view table and that again, you don’t need to do anything to access or set up these views. They are curated views that have been prefiltered for the pathway or category you select.

Okay, so now we have a better understanding of how these views are generated. I want to walk through each of these role pathways and training material categories together in more detail.

So, starting with our user role pathways, we generated these pathways with the idea that users would select the role that best aligns with the tasks they are performing within the IRB Net system.

So, for example, let’s say that you feel you best aligned to the Researcher, Investigator, Study Team user role pathway. You would select that user role by clicking on the Researcher, Investigator, Study Team pane and it would take you to this primary subpage where you can access all the resources housed within the library relevant to the Researcher/Investigator/Study Team user role.

So, you can see at the top of the page here there are a series of numbered buttons. I’ll come back to these in a moment. But as we continue to scroll down, we can see that curated view that I talked about. So, again, this table contains all the resources available in the library relevant to the Researcher/Investigator user role.

So, now I’m just going to scroll back up and talk a bit more about these buttons. So, we refer to these as task area buttons and as the name implies, these buttons correspond to tasks performed within the IRB Net system relevant to the user role that they’re nested within.

So, for example, let’s say you’re a Researcher, Investigator or Study Team member in IRB Net and you’re looking through resources to walk you through how to register in the system. You would click on the New User Registration Task Area button which would take you to this secondary subpage displaying again, a curated table view of all resources available within the library \_\_\_\_\_ [00:07:10] new user registration.

So, as you can see, we have two video resources. One walking you through how to register on IRB Net and the other walking you through aspects of profile management.

We also have an IRB Net Energizer to supplement these video resources walking through those same topics. So, registering in the system and those basic aspects of profile management.

If we go back to the Researcher, Investigator, Study Team subpage, you can see there are a total of 21 task area buttons relevant to this user role and they function the same way as the New User Registration button that we just walked through together.

So, you can select any one of these buttons to view a further curated list of resources corresponding to that task area. I want to note that these Task Area buttons are numbered to reflect a suggested progression through tasks when running an IRB Net from introductory. So, new user registration to intermediate like creating your first electronic project, to more advanced like submitting to the VACRV.

Before we leave the Researcher, Investigator, Study Team user role subpage, I did want to scroll down to our table real quick and go over a few general things that will apply to any of the table views within the library and that I think would be helpful for you guys to know.

So, the first thing is that the column widths within these table views are auto sized. However, you can always adjust the column widths manually like I’m demonstrating right now to get a better view of the content particularly if and when it appears cut off.

The next thing I want to demonstrate is how to access resources. So, to access a resource, you’re just going to go ahead and click on the resource name that’s hyperlinked in that first column.

(Long pause)

The resource is going to automatically open in a separate window in your browser.

(Long pause)

Lastly, I did want to take a moment to explain our use of tags a bit more. So, as you can see, resources are tagged by user role pathway and associated task areas as well as training material category. The tags within each section.

So, within the User Role section, Task Area section and Training Material Category section are different colors to provide you with an additional means of visual identification.

Certain resources can align to multiple user roles and task areas. For example, you can see that this first video resource—the New User Registration video—aligns to two task areas—New User Registration and how to log into IRB Net.

You can see this resource here. It’s a flowchart for PISC and LSI new project submissions. That resource aligns to multiple user roles. In this case, the committee/subcommittee user role pathway and the Administrator, Submission Coordinator pathway in addition to the Researcher, Investigator and Study Team user role pathway.

All right, and now that we’ve gone through the Researcher, Investigator and Study Team user role pathway together, and distressed what the Task Area buttons are, and how they work, and learned more about our table views, I did want to take a few minutes to go through these other user role pathways of pages together.

So, next we have our Committee/Subcommittee member user role pathway. As you can see, there are 11 task areas that correspond to this user role. Again, with all of these user role pathways, you can scroll down the page to view a curated table of all of the resources available within the library relevant to the user role selected. So, in this case, the Committee/Subcommittee member user role.

I also wanted to take the opportunity to point out that you can navigate back to the university homepage or whatever page you were previously on by using the Browser Back button. But another convenient way to get back to the VAIRRS University homepage is just to click on VAIRRS University here in this menu on the left-hand side of the page.

All right, next we have the Administrator, Submission Coordinator user role pathway and there are 22 task areas that correspond to this user role.

(Long pause)

Then we have a Conflict of Interest or COI Administrator user role pathway with eight task areas.

(Long pause)

Next is the Information Systems Security Officer—ISSO/Privacy Officer or PO—user role pathway with 10 task areas.

(Long pause)

Then we have the Research Compliance Officer—or RCO—user role pathway with seven task areas.

(Long pause)

Last, but not least, we have the IRB Net Data Users user role pathway with two task areas. Now I left this user role pathway for last because it is a bit unique.

This pathway is intended for non-research project or non-research administration staff who require access to IRB Net data to carry out their responsibilities that don’t necessarily need to interact with the IRB Net platform directly.

So, in this case, the Task Area buttons don’t correspond to tasks performed within IRB Net, but rather information and skills needed to access the VAIRRS dashboards and retrieve data from IRB Net effectively.

Okay, and navigating back to the homepage, and moving on to our other means of navigating through resources. In the library, we have our five training material categories.

So, again, I think the best way to start is to roll right into an example. Let’s say you’re interested in viewing a list of all IRB Net energizers available from the Training Library. You would go ahead and select IRB Net Energizers.

I’m sorry. Select the IRB Net Energizers Training Material category pane and you would be directed to this subpage ensuring a curated table view of all of the IRB Net Energizers available through the library.

So, again, this table features the resource name and description, as well as columns denoting what user role the resource is relevant to and the corresponding task areas it aligns to.

For the remaining training material categories, the navigation is very similar to what I just demonstrated fort he IRB Net Energizers. So, if you’d want to see a list of the VAIRRS User Guides in the library, you’d click on the VAIRRS User Guides pane and you’d be taken to very similar subpage.

(Long pause)

If you wanted to see a list of all of the training videos available from the library, again, you would click on the Training Videos pane--

(Long pause)

--or the resources from VMC Sites Training Material category. When you click on the pane, you’re taken to a subpage with a table containing a series of labeled folders. These folders correspond to each site that was generous enough to provide us access to the resources they leveraged within their facility or healthcare system as it pertains to VAIRRS.

You would simply select one of these folders and then you can navigate through all of the corresponding resources provided by that site. So, for example, if you clicked on the Albany VA Medical Center folder, you’ll be taken to this subpage with that table containing all of the VAIRRS specific resources generated by the Albany VA Medical Center.

(Long pause)

For our Additional Resources Training Material category--which is our catch-all category if you will—it contains resources that don’t fall into the previously discussed categories.

(Long pause)

As a reminder, you can always select the link highlighted here at the bottom of the homepage to view that overall library view table that lists all the resources that are available from the library without any filtering outside of the curated views that we discussed.

All right, well, that concludes our walkthrough of the VAIRRS University Training Library and we’ll open the floor up now for any questions or feedback.

Parker: All right, I see we have a couple coming in. Let me just bring those up now.

(Long pause)

Moderator: Okay, I’ll go ahead and read the question, Parker. “I’m noting that this is housed on a SharePoint site. Is there an alternative way to share this material with researchers not on the VA network?

VAIRRS itself conveniently allows for access from outside the VA network and the training for researchers, study teams can also be located in a place they can access while not on the VA network? Thanks.”

So, and I believe this is Julie. Hi, Julie. So, we are working on a method to provide these materials outside of the network. Some of the resources that were generated by IRB Net must remain on our internal SharePoint site.

But the VAIRRS Support Team is working on a method either to reproduce those materials, so that we can host them on our VA site or some other platform. So, we are still working on that. Thank you.

(Long pause)

“We have committee members who are not VA employees and do not currently have access to the VA SharePoint. Is it an option to give those individuals access to this section of SharePoint?

Currently, I have to provide these individuals with the training materials, but they must wait for me to send it to them.”

So, those of you that are familiar with VA’s SharePoint platform, we cannot provide access to any individual outside of VA. But I’ll go back again to Julie’s question.

The response to Julie’s question, we are still working on a platform to provide materials outside of the VA network.

(Long pause)

“How is this resource made accessible to the research community? It is important that this is very easy to find, so that people will actually use it. Perhaps you could include a direct link on ORDs page.”

That is a great suggestion. I know there are some limitations with putting internal links on the public webpage, but we can definitely work with ORD Comms to see what is available to us. Thank you for that suggestion.

(Long pause)

“Is there some new content here or is it just a way to rearrange already posted content?” Most of the content was already posted on the SharePoint site. We have broken the videos up into smaller chunks or are in the process of breaking the video into smaller chunks.

I don’t know if any of you were familiar with those four webinars that were recorded at the beginning of the VAIRRS program. They’re very long and most individuals did not have an hour or two to sit through the video.

So, we’re actually taking smaller chunks and aligning them with the actual task in that user role pathway, so that they can have a just in reference and be able to go watch a 30-second snippet instead of the whole video. Thank you.

(Long pause)

“When using outside of the VA network, could you add a section within VAIRRS under the forms and templates?” So, we can add a document in Document Library, but we could not add videos or things of that nature.

So, that’s another alternative that we could look at adding some of the PDF resources in the VAIRRS Library. We would have to really give that some thought because those of you that are familiar, you know how those libraries are organized.

So, we could definitely take that under consideration. But we’ll have to think of a way that we can include those materials without talking about the library.

(Long pause)

“Could a link directly to this SharePoint be posted in the Forms and Templates Library ‘For More Guidance, click here’?” Yes, again, to go back to that previous question, yes, we can post a training document with the link to the SharePoint site in the Forms and Templates library.

(Long pause)

Brandon: Waiting for some more questions to flow in.

Moderator: Okay, thanks, Brandon. So, Cat, if you could make a note of this last suggestion. It would simply just be adding a document labeled “For more guidance—” “Click here for guidance” or something to that effect.

The document itself would have a link to the SharePoint site with the disclaimer that VA access is required.

Cat Varga: On it.

Moderator: Thank you.

(Long pause)

So, we have until three. We will wait to see if there are any additional questions that come in.

(Long pause)

While we’re waiting, the VAIRRS University has launched today. So, please take a look out on the SharePoint site. There is a link in the menu to the VAIRRS University. Please review and we welcome any feedback once you’ve had a chance to take a look.

(Long pause)

So, again, we will remain until I guess 2:30 if that sounds good to you, Parker, to see if there’s any other questions?

Parker: Yeah, that sounds great.

(Long pause)

We’ve got one that came in on the screen.

Moderator: Okay. “For the folders with site specific guidance, can other VA’s set those up with our local documents?”

So, you can certainly shoot us an email at VAIRRS@VA.gov. We will be happy to set that folder up for you and load whatever materials you’d like to share into that folder. Appreciate you wanting to share with the rest of the field.

(Long pause)

Okay, “You were working on a larger instruction type manual about completing the wizards, I think. What is the status of that document?”

So, actually we did initially start working on a companion guide with the wizards. But in the process of doing so, IRB Net released a new function bin the wizard interface with the tool tips and the rollovers. With those new tools available, we no longer needed the companion guide.

All of the instructions and additional information are now included directly in the wizard, so that when the user’s going through they can click the question mark, or rollover a certain item to get more information.

We did publish a navigational guide that just gives you instructions on how to initially start your wizard, how to go back and make a Visuals Tool wizard. But as far as the individual instructions for each question, those are now incorporated into the wizard interface.

(Long pause)

Great questions. We still have some more time if there’s any others out there that would like to ask a question.

(Long pause)

Okay, and I do see your post, Elizabeth, that the videos are not accessible. We will go and make sure that all of our links are working.

(Long pause)

Julie, you would send your material and your request to VAIRRS-V-A-I-R-R-S@va.gov.

(Long pause)

All right, we’ll do one last call if there are any other questions.

(Long pause)

Okay, “When did the update to the wizards with the Help functions rollout?” I can’t remember the exact month. I believe it was in the fall of 2022 sometime between September and October 2022.

(Long pause)

All right, any last questions? Give it one more minute.

(Long pause)

Okay, Kelly (SP). “This is not related to VAIRRS University, but would ORPP&E consider keeping the change log or an update list when they add new, updated forms to their Forms & Templates library? We do not always realize when updated forms are posted or what changes have occurred.”

So, Kelly, I would ask if you bare not already subscribed to please subscribe to the monthly VAIRRS publication. That is where we send updates when there is a change in any of the documents in the standard library.

(Long pause)

Okay, “Did you put Help tips in the project cover sheet wizard?” Yes. “Can you please send directions to sign up for that monthly update from VAIRRS?” Yes, and that was Camille. Camille, if you could please email VAIRRS@VA.gov, we will reply with the link where you can go and register for the publication.

Same thing, Susan. If you could please shoot an email and then we can respond with the link where you can go and register. You can also refer to any of the previous newsletters or program updates. I believe at the very bottom there is a link where you can go and subscribe.

(Long pause)

Okay, and Christina’s verifying—and this is related to the comment about the videos—that she could access the training videos. So, to the original poster, if you can make sure you are logged in to the VA network. I believe one of the links was to a TMS course. But you should be able to access those. But we’ll still go back and check on our end.

(Background chatter)

“For the resources from other VAMCs, is there a way you could sort them into groups by topic, so we could find specific tutorials easier? For example, say I want to see what other VAMCs use to explain how to respond to an unlocked package. Perhaps adding an additional colored tag to each VAMC document would help.”

That’s a great suggestion, Christina and we will definitely make note of that.

“Would you happen to know whom to contact for some customization of our templates and also document types designation?” So, Julie, we cannot customize the documentation type designations. Those are done by IRB Net.

If you have a suggestion for some additional document type designations, feel free to send those over and I will forward them to IRB Net for their review. However, we can’t request. It’s not part of the mass product, so we can’t request that they make a modification.

“Are the RCO/ISSO sections in VAIRRS University meant for them as users to access to find project documents or intended for information educational purposes?”

So, yes, the resources that are available for the RCO/ISSO and PO’s is to help them navigate in IRB Net and locate the documents that they need to access for review.

(Long pause)

Julie, you should send it to VAIRRS@VA.gov. There is a comment and the poster said, “Do not read out loud”. But I’m going to read it out loud anyway. I won’t say who said it, but I’m going to read it out loud because I think the team deserves the public recognition.

It says, “Beautiful job to everyone involved with this project. The many hours vested into this project have paid off. Fantastic presentation!” That goes directly to the VAIRRS Support Team.

(Long pause)

Okay. We’ll give it a couple of more minutes to see if there’s any additional questions.

Okay, Kristen’s asked, “Do you have a file which describes the information provided in the wizard Help tips? Did the training site wizards get updated? It is a challenge for committee coordinators who do not have access to a study to access the wizards in the live system.”

So, the Tool Tips and rollovers are available in the Sandbox environment and the file—which describes the information provided—so we do keep a outline for each wizard—the project cover sheet and IRB information sheet—that includes the additional guidance that’s presented in the Tool Tips or the rollovers.

We may have the latest copy out on the SharePoint site. I’m not sure. But Kristen, feel free to email me and I can send that outline over to you.

(Long pause)

We can also make sure it gets posted on SharePoint if it’s not already there.

(Long pause)

“A previous question I asked was just not shown is, ‘Did you describe the Help tips update in the newsletter’?” This is from Kristen. Kristen, I want to say yes. But again, we’re talking about four or five months ago.

So, it’s difficult for me to say exactly which publication we included the update or whether IRB Net sent that communication out directly.

(Long pause)

In the case that IRB Net sent the update, it may have just gone to the power users at each site and not to the general community.

(Long pause)

Certainly regarding your last post, Kristen.

(Long pause)

To go back to the question that’s posted on the screen now. For committee coordinators, each site still has a sandbox environment where you can go in and play around with the wizards, and see what those tool tips look like.

If you don’t have access to your Sandbox environment, there should be at least one person at your site that went through the VAIRRS training and has access. If not—if that person has left or there’s been turnover—you can contact IRB Net Support and they can give you the credentials to login to your site’s Sandbox environment.

(Long pause)

All right, and we’ll give it a couple more minutes.

(Long pause)

Okay, let’s see. “Is the Super User designation with IRB Net still in use?” Kristin, yes. I still use Super User/Power User to reference the individuals that are registered as the Point of Contact at each site. So yes, that is still in use.

Next question, “I created a test protocol to play in the wizards in the live system, but just never submit the protocol. It is the best way to see what the PIs see.”

Yes, Susan, that is an option. I just caution that you be careful with creating test records in the production system. As I’m sure you know, once you create something band submit it in IRB Net, it cannot be deleted.

(Long pause)

Kristen asked, “Do they send information just to the previously designated Super Users?” So, IRB Net does keep up as points of contact change at the site. If they are informed, they do keep up with who’s the point of contact at each site and when there’s new functionality released. Yes, they do contact those individuals at the site. This is different from the communications that come out from the VAIRRS program.

(Long pause)

All right, okay. We’ll wait one more minute.

(Long pause)

All right, Parker, I think we’re safe to conclude now.

Parker: Fantastic! Well, thank you, guys, for the presentation. I’m sure everyone appreciates the information and thank you to all the attendees for being here.

As we mentioned at the beginning, if you could just take a moment to fill out that survey. That should pop up on your screen when this webinar ends. We would appreciate it and with that, we hope you all have a good day. Thank you.

Moderator: Thanks, everyone. Goodbye.