Are you the one dropping the ball?

Tools, tips and tricks for improving workplace efficiency in the clinical and research setting

#AAPMCOMP2020
Track 6, Wednesday 11:30-12:30 EST

Parminder S. Basran, Luc Beaulieu, Thor Bjarnason

FIND OUR INTERACTIVE QUESTIONS HERE =>
Learning Objectives

By the end of this session, we hope you will be able to

• Have a better understanding of precisely what changes they can make in their clinical, research, and/or administration environments to be more productive and efficient.

• Hear from “experts” and colleagues on tips and tricks on how to be more efficient in managing their knowledge acquisition and retention, email, calendar, tasks, and projects.
Outline for today

1. Presentations (~10-15 minutes each)
   - Parminder: From the “procrastination equation” to “getting things done”
   - Luc: Tools, tips and tricks for improving research productivity
   - Thor: IT Locked you down? Tips for improving clinical productivity using typical health authority infrastructure

2. Share results of Questions and Q/A (15 minutes)
“Procrastination Equation” to “Getting Things Done”

Parminder S. Basran, PhD, FCCPM
Associate Research Professor
Cornell University – College of Veterinary Medicine

7/21/2020
What is ‘productivity’

Generally, it is the ‘rate’ of output per unit of input.

What is the output?

• Number of QA Tasks completed?
• Number of papers and grants submitted?
• Your salary increment or professional standing?
• Increased level of confidence and acceptance in your workplace?
What else affects productivity? Promotors / Impeders

- Knowledge base
- Skill set
- No Time
- Lack of Access to tools which facilitate productivity
  - Software/hardware/books/etc.,
- An environment conducive to “productivity”
  - An environment free from distractions
  - Environmental factors
- Little Support from colleagues and leaders
- Few Opportunities to learn and grow
Hi Parminder,

The lung site team is excited about a new clinical trial which we hope to add to our list of available options for patients. The trial uses a non-standard dose per fraction and has a lot of contouring. We are a bit worried about all the work that might be downloaded to the dosimetrists. Are you available to help us stick-handle the issues so we can start the trial?

Oh, do you have access to this? The study says the following...I have no clue what they’re talking about... 😊

‘Studies must be downloaded via SFTP to our local servers. Details are noted in Appendix C”

Regards,
Dr. XX
Hi Parminder,

The lung site team is excited about a new clinical trial which we hope to add to our list of available options for patients. The trial uses a non-standard dose per fraction and has a lot of contouring. We are a bit worried about all the work that might be downloaded to the dosimetrists. Are you available to help us stick-handle the issues so we can start the trial?

Oh, do you have access to this? The study says the following...I have no clue what they’re talking about...😊

‘Studies must be downloaded via SFTP to our local servers. Details are noted in Appendix C’

Regards,
Dr. XX
Hi Parminder,

The lung site team is excited about a new clinical trial which we hope to add to our list of available options for patients. The trial uses a non-standard dose per fraction and has a lot of contouring. We are a bit worried about all the work that might be downloaded to the dosimetrists. Are you available to help us stick-handle the issues so we can start the trial?

Oh, do you have access to this? The study says the following...I have no clue what they're talking about...😊

‘Studies must be downloaded via SFTP to our local servers. Details are noted in Appendix C’

Oh, do you have access to this? That gobbled up a lot of my life!

SFTP issues again? Man... I don’t want to deal with IT issues AGAIN!

Regards,
Dr. XX
Hi Parminder,

The lung site team is excited about a new clinical trial which we hope to add to our list of available options for patients. The trial uses a non-standard dose per fraction and has a lot of contouring. We are a bit worried about all the work that might be downloaded to the dosimetrists. Are you available to help us handle the issues so we can start the trial?

Oh, do you have access to this? The study says the following…😊

'Studies must be downloaded via SFTP to our local servers. Details are noted in Appendix C.''!

Regards,
Dr. XX

What? We JUST FINISHED introducing a lung trial last month that has NO PATIENTS enrolled! That gobbled up a month of my life!...

SFTP issues again? Man… I don’t want to deal with IT AGAIN!

Our dosimetrists are going to KILL ME!
Hi Parminder,

The lung site team is excited about a new clinical trial which we hope to add to our list of available options for patients. The trial uses a non-standard dose per fraction and has a lot of contouring. We are a bit worried about all the work that might be downloaded to the dosimetrists. Are you available to help us stick-handle the issues so we can start the trial?

Oh, do you have access to this? The study says the following…😊

'Studies must be downloaded via SFTP to our local servers. Details are noted in Appendix C”

Regards,
Dr. XX

Example

What? We JUST FINISHED introducing a lung trial last month that has NO PATIENTS ENROLLED. That gobbled up a month of my life! SFTP issues again? Man… I don’t want to deal with IT issues AGAIN! Planning is going to KILL ME! But.. Clinical trials are important… Where is my MOJO?
What else affects productivity? Procrastination Equation

https://procrastinus.com/piers-steel/theories-of-procrastination/

\[ MOTIVATION = \frac{Expectancy \times Value}{Impulsiveness \times Delay} \]

- The thing you expect to achieve (\$, Papers, etc)
- How important the expectancy is to YOU
- Divergence from the expectancy
- The time between starting the task/project and obtaining the expectancy
Factors affecting motivation in helping on a clinical trial:

\[
\text{MOTIVATION} = \frac{\text{Expectancy} \times \text{Value}}{\text{Impulsiveness} \times \text{Delay}}
\]

What else affects productivity? Procrastination

Better patient outcomes
- Better patient outcomes are important to me

What about the other competing clinical trial?
- Is there another on the way?
- Squirrel!

How long will it take to know the final result?
What else affects productivity? Procrastination Equation

https://procrastinus.com/piers-steel/theories-of-procrastination/

\[ MOTIVATION = \frac{\text{Expectancy} \times \text{Value}}{\text{Impulsiveness} \times \text{Delay}} \]

In complex environments like healthcare and academics, these things tend to remain constant.

In complex environments like healthcare and academics, these things DO NOT remain constant.
Hi Parminder,

The lung site team is excited about a new clinical trial which we hope to add to our list of available options for patients. The trial uses a non-standard dose per fraction and has a lot of contouring. We are a bit worried about all the work that might be downloaded to the dosimetrists. Are you available to help us stick-handle the issues so we can start the trial?

Oh, do you have access to this? The study says the following...I have no clue what they’re talking about... 😊

‘Studies must be downloaded via SFTP to our local servers. Details are noted in Appendix C’

Regards,
Dr. XX
From: "Dr. XX"
Date: Tuesday, September 17, 2019 at 10:13 PM
To: "Physicist"
Subject: New clinical trial

Hi Parminder,

The lung site team is excited about a new clinical trial which we hope to add to our list of available options for patients. The trial uses a non-standard dose per fraction and has a lot of contouring. We are a bit worried about all the work that might be downloaded to the dosimetrists. Are you available to help us stick handle the issues so we can start the trial?

Oh, do you have access to this? The study says the following…😊

'Studies must be downloaded via SFTP to our local servers. Details are noted in Appendix C'

Regards,
Dr. XX

From: "Physicist"
Date: Tuesday, September 17, 2019 at 10:15 AM
To: "Dr. XX"
Subject: Re: New clinical trial

Hi Dr XX,

That sounds interesting! Has it gone through REB yet?

Cheers,
P
From: "Dr. XX"
Date: Tuesday, September 17, 2019 at 10:13 PM
To: "Physicist"
Subject: New clinical trial

Hi Parminder,

The lung site team is excited about a new clinical trial which we hope to add to our list of available options for patients. The trial uses a non-standard dose per fraction and has a lot of contouring. We are a bit worried about all the work that might be downloaded to the dosimetrists. Are you available to help us stick-handle the issues so we can start the trial?

Oh, do you have access to this? The study says the following…I have no clue what they're talking about…😊

‘Studies must be downloaded via SFTP to our local servers. Details are noted in Appendix C’

Regards,
Dr. XX

From: "Physicist"
Date: Tuesday, September 17, 2015 at 10:15 AM
To: "Dr. XX"
Subject: Re: New clinical trial

Hi Dr XX,

That sounds interesting! Has it gone through REB yet?

Cheers,
P

From: "Dr. XX"
Date: Tuesday, September 21, 2019 at 11:16 AM
To: "Physicist"
Subject: Re: New clinical trial

Hi Parminder

We’re in the process of getting this completed. But in the mean time, can we get started on some of the preliminaries?

Dr XX

From: "Physicist"
Date: Tuesday, September 17, 2015 at 10:15 AM
To: "Dr. XX"
Subject: Re: New clinical trial

Hi Dr XX,

That sounds interesting! Has it gone through REB yet?

Cheers,
P
Sure.. please send me latest protocol and I’ll give it a read. Until the REB is approved however, I am reluctant to put a lot of energy into this. Please keep me up to date on the status and once it’s approved, let’s meet.

P

From: "Dr. XX
Date: Tuesday, September 21, 2019 at 11:16 AM
To: "Physicist
Subject: Re: New clinical trial

Hi Parminder

We’re in the process of getting this completed. But in the mean time, can we get started on some of the preliminaries?

Dr XX
From: "Physicist"
Date: Tuesday, September 21, 2019 at 11:20 AM
To: "Dr XX"
Subject: Re: New clinical trial

Sure.. please send me latest protocol and I’ll give it a read. Until the REB is approved however, I am reluctant to put a lot of energy into this. Please keep me up to date on the status and once it’s approved, let’s meet.

P

From: "Dr XX"
Date: Tuesday, September 21, 2019 at 11:16 AM
To: "Physicist"
Subject: Re: New clinical trial

Hi Parminder

We’re in the process of getting this completed. But in the mean time, can we get started on some of the preliminaries?

Dr XX

From: "Dr XX"
Date: Tuesday, October 31, 2019 at 12:21 PM
To: "Physicist"
Subject: Re: New clinical trial

Trials has REB approval. Are you free next week?
What else affects productivity? Procrastination

\[
\text{MOTIVATION} = \frac{\text{Expectancy} \times \text{Value}}{\text{Impulsiveness} \times \text{Delay}}
\]

Balance under- and over-confidence

Love it… or leave it

Control internal and external distractions

Good things come to those who wait
How has the pandemic affected your productivity?

Let us explore how the pandemic has affected YOUR productivity

Identify the primary function of your current employment.

• Academic MP
  – Writing grants, performing research, etc.,
• Teaching MP
  – Supervising residents, providing lectures, etc.,
• Clinical MP
  – Performing QA test, checking charts, conducting radiation safety, etc.
• Leadership
  – Strategic planning, recruitment/retention,
Consider a specific duty or task (expectancy) that you regularly perform in your role as a Medical Physicist.

For that duty or task, the pandemic has changed the nature of that expectancy. (SA-SD)

\[ MOTIVATION = \frac{Expectancy \times Value}{Impulsiveness \times Delay} \]
Consider a specific duty or task (expectancy) that you regularly perform in your role as a Medical Physicist.

The value I place in that task has changed (SD – SA)

\[
\text{MOTIVATION} = \frac{\text{Expectancy} \times \text{Value}}{\text{Impulsiveness} \times \text{Delay}}
\]
Consider a specific duty or task (expectancy) that you regularly perform in your role as a Medical Physicist.

My degree of impulsiveness (internal/external distractions) has changed as result of the pandemic. (SD-SA)

\[
\text{MOTIVATION} = \frac{\text{Expectancy} \times \text{Value}}{\text{Impulsiveness} \times \text{Delay}}
\]
Consider a specific duty or task (expectancy) that you regularly perform in your role as a Medical Physicist.

Delays have increased while achieving / completing task/projects as a result of the pandemic (SD- SA)

\[
MOTIVATION = \frac{Expectancy \times Value}{Impulsiveness \times Delay}
\]
Consider a specific duty or task (expectancy) that you regularly perform in your role as a Medical Physicist.

Finally, overall motivation to complete ALL tasks has **DECREASED** as a result of the pandemic.

\[
\text{MOTIVATION} = \frac{\text{Expectancy} \times \text{Value}}{\text{Impulsiveness} \times \text{Delay}}
\]
HOW can we be more productive?

Getting things done… next!