

# Preparing for Learning Visits



## A Guide from Project BRIDGE

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I do NOT allow commercial use of my work.





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# Introduction

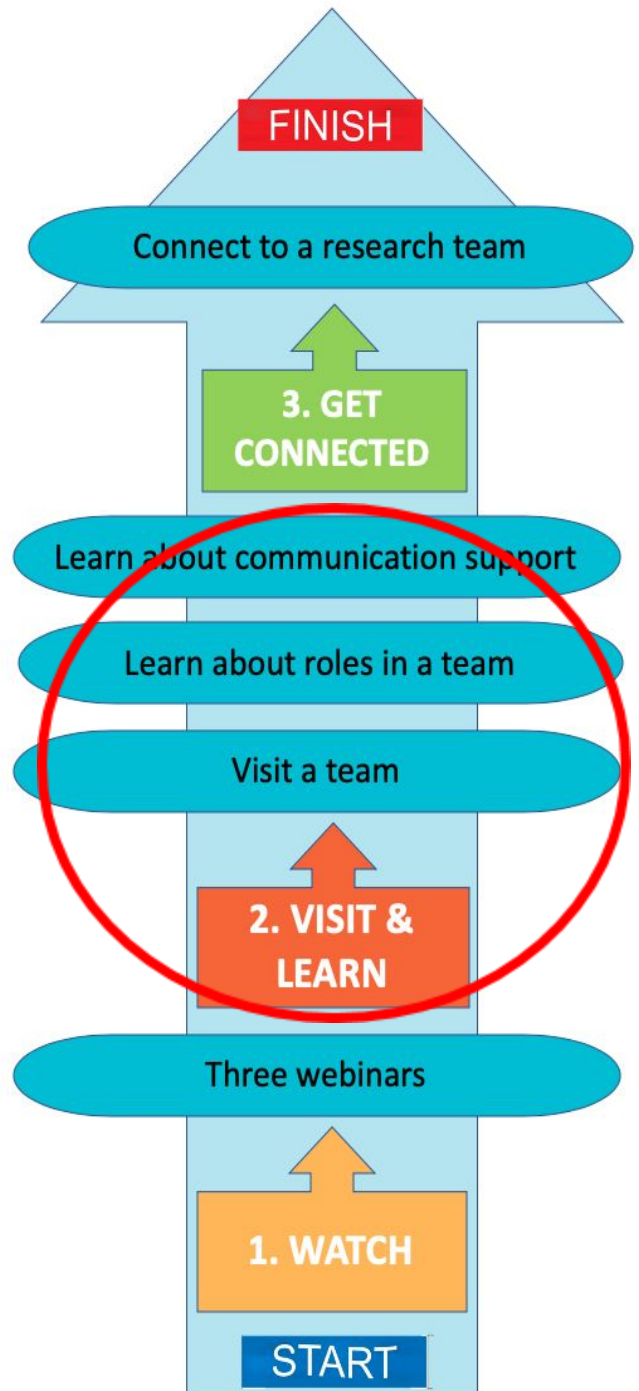
## Congratulations!

If you are reading this guide, you have already started your preparation. We are glad to have you with us!

Now that you've completed the webinars, it's time for you to experience what it will be like to work with others from different viewpoints on a research team.

### The purpose of your learning visit is to:

- Interact with members of a team.
- Learn about the best ways to communicate.
- See how what you know will be important to the team.
- Gain knowledge from each member who has different areas of expertise.



## BRIDGE Leadership Team

### Project BRIDGE Contact Information:

- **Email:** flaaphasia@gmail.com
- **Facebook:** @bridgeresearch
- **Twitter:** @ProjectBRIDGE3

### Project Lead:

- **Dr. Jackie Hinckley**, Associate Professor at Nova Southeastern University

### Project Consultant:

- **Dr. Audrey Holland**, Professor Emerita at University of Arizona

### Graduate Assistant:

- **Ms. Clarisse El Khouri**, Graduate Student at Nova Southeastern University

### Regional Coordinators:

- **Dr. Amy Engelhoven**, Director of Aphasia House at University of Central Florida
- **Ms. Gretchen Szabo**, Research Speech-Language Pathologist at Adler Aphasia Center
- **Ms. Chantelle Walker**, Executive Director of Adler Aphasia Center
- **Dr. Tami Brancamp**, Associate Professor at University of Nevada
- **Dr. Katie Strong**, Assistant Professor at Central Michigan University
- **Dr. Lauren Bislick Wilson**, Assistant Professor at University of Central Florida

## Leadership Team:

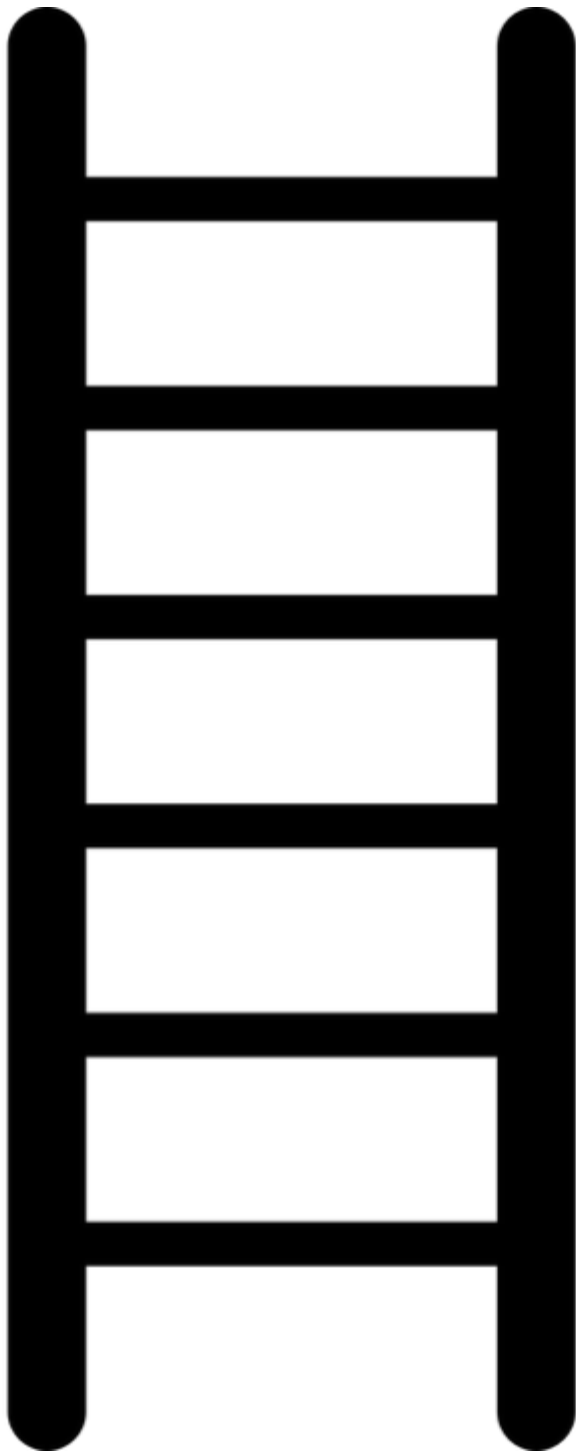
- **Dr. Michelle Bourgeois**, Professor at University of South Florida
- **Ms. Cheryl Paul**, Clinical Instructor at University of South Florida
- **Dr. Donna Pollele**, Instructor at University of South Florida
- **Dr. Anthony Kong**, Associate Professor at University of Central Florida
- **Mr. Mike Caputo**, Co-Founder of Voices of Hope for Aphasia
- **Mrs. Kathy Caputo**, Co-Founder of Voices of Hope for Aphasia
- **Mr. Tom Boyle**, Co-Founder of Suncoast Aphasia Support Group
- **Mrs. Erika Boyle**, Co-Founder of Suncoast Aphasia Support Group
- **Dr. Suma Devanga**, Assistant Professor at Western Michigan University
- **Ms. Carol Dow-Richards**, Co-Founder of Aphasia Recovery Connection
- **Mr. Michael Hornbostel**, Member of the Adler Aphasia Center
- **Ms. Suzanne Johnson**, University of Central Florida Aphasia House
- **Ms. Angela Ziegler**, Speech-Language Pathologist at University of Central Florida

## Regional Centers

- Each of the 4 regional centers serves as a connection point to help recruit and train new research team members.
- The Main Hub of our network is located in:
  - Nova Southeastern University in Fort Lauderdale, FL
- Our regional centers are located in:
  - The University of Nevada in Reno
  - Central Michigan University in Mt. Pleasant, MI
  - The University of Central Florida in Orlando, FL
  - Adler Aphasis Center in Maywood, NJ.



## Goals of the Learning Visit



**5. Develop communication approaches to support collaborative research**

**4. Discuss roles in a research team**

**3. Connect to a research team**

**2. Encourage exchange of ideas between participants**

**1. Observe a research team meeting**



# Overview of the Learning Visit

There are three (3) parts.

## 1. **BEFORE**

- Plan with regional coordinators, Guides, Newcomers, and team members

## 2. **DURING**

- Observe how a research team collaborates

## 3. **AFTER**



- Reflect and discuss what you observed during your visit.

## People

**Some people who will be involved in your Learning Visit experience include:**

- **Guides** are those who:
  - Have participated in the BRIDGE 2018 Conference.
  - Are willing to offer your time and expertise to help train a Newcomer.
  
- **Newcomers** are those who:
  - Show current interest in multi-stakeholder, collaborative research.
  - Be interested in working together with clinicians, researchers, and people affected by communication disabilities.
  
- **Regional Coordinators:**
  - Are part of the Project Leadership Team
  - Organize local activities and events
  - Encourage local members to participate In Project BRIDGE
  - Support regional research team members every step of the way!
  
- **Other Team Members**
  - Researchers or Team Leaders
  - Other Research Team Members

## People- Sample People Form

NAME	ROLE	PICTURE
1. Dr. Jacqueline Hinckley	Project Lead/Researcher	
2. Ms. Clarisse El Khouri	Research Assistant/Graduate Student	
3.		
4.		
5.		

# Team Member Descriptions

Research teams may consist of:

- **Team Leaders:**
  - The Team Leader helps the team move forward towards its goal.
  
- **Research Advisors:**
  - The Research Advisor helps plan and design research.
  
- **Research Co-Presenters:**
  - The Research Co-Presenter helps to present the team's work.
  
- **Research Communicators:**
  - The Research Communicator writes emails to each member to remind them of:
    - Dates for future meetings
    - Upcoming events
    - Research deadlines



## Before the Visit

### 1. Plan:

- **Regional coordinators, Guides, Newcomers, and other team members will co-develop a plan to:**
  - Visit members of a research team
  - Observe roles within the research team
  - Discuss goal(s) for moving the team forward.
- **The following questions should guide your planning process:**
  - Where will the visit take place (online or in-person)?
  - What should be included in the agenda for the visit?
  - How many visits should be made?
  - Is a follow-up visit necessary?

## Before the Visit- **Sample Planning Form**

Goal(s) of Visit ( <b>sample</b> )	Plan of Action ( <b>sample</b> )
#1: Identify strategies that helped all members of the team contribute.	<ul style="list-style-type: none"> <li>● Take notes</li> <li>● Discuss observations with Guide</li> </ul>
#2: Describe the type of contributions that each team member made.	<ul style="list-style-type: none"> <li>● Take notes</li> <li>● Gather together after the meeting and discuss these contributions.</li> </ul>
#3: Find ways that I can contribute to the team.	<ul style="list-style-type: none"> <li>● Take notes of roles observed</li> <li>● Ask team members about what they could need help with in the research.</li> </ul>

### Questions to Answer Before the Visit:

1. Where will the visit take place (online or in-person)?  
**In-person**
2. What should be included in the agenda for the visit?  
**Get the contact information of each team member.**
3. How many visits should be made?  
**2 (may change based on what we missed in the 1st meeting)**
4. Is a follow-up visit necessary? Why?  
**Yes! We may not be able to finish all our goals in one visit.**

## During the Visit

### 2. Observe:

- **Suggestions for Success:**
  - Keep a record of what you observe
  - Find collaboration opportunities
  - Connect with research team members
- **The following page includes an Observation Form to be filled out during your visit.**

## During the Visit- **Sample Observation Form**

Date of Visit: **September 20, 2020**

<b>Goals</b>	<b>Observations</b>
#1: Identify strategies that helped all members of the team contribute.	<ul style="list-style-type: none"><li>● Each person was asked for their opinion.</li><li>● I wrote down keywords I heard throughout the meeting.</li></ul>
#2: Describe the type of contributions that each team member made.	<ul style="list-style-type: none"><li>● The Team Leader assigned different tasks to each member.</li><li>● One member was assigned to write the agenda for the meeting.</li></ul>
#3: Find ways that I can contribute to the team.	<ul style="list-style-type: none"><li>● I wrote down different possible roles present within the group.</li></ul>



## During the Visit- **Activity Ideas for Guides & Regional Center**

1. Extend invitations to sit in on a regularly scheduled research team meeting.
2. Organize a discussion about patient-centered outcomes research.
  - What is it? Here is a definition:  
<https://www.pcori.org/research-results/about-our-research/patient-centered-outcomes-research>
  - How do you do it? Here is a fact sheet to discuss:  
<https://www.pcori.org/sites/default/files/PCORI-Improving-the-Science-and-Methods-of-PCOR.pdf>
3. Create a Research Exchange or Research RoundUp.
  - Invite representatives from more than one research team in your area to speak for a few minutes about their project and its current status. Anywhere in the process is OK!
  - Ask each presenting team to prepare some key words, or key points for attendees.
  - Facilitate a discussion about each team's report.
  - Optional: You could use this as a working meeting to craft an aphasia-friendly update for each presenting team. This would be a great activity, especially with student or other partner support.
4. Research Roundtable: A panel comprised of different stakeholders each talk about their experience on a multi-stakeholder research team.
  - The emphasis here is on how different members contribute different types of knowledge and experience.
  - Use the "Team Member Roles" page to help attendees track which panelist is doing what kind of role.

5. Journal Club: Select an article, summarize it, and discuss how the project represents the input of different stakeholder groups.
- This might work well with student or other support to help prepare an easy-to-read summary and video about the article.
  - Use a “Book Club” approach, with keywords, key points, or other relevant activities.
  - Here are two articles that have to do with Patient-Centered Outcomes Research in aphasia, or choose your own that is relevant.
    - Cohen, M. L., & Hula, W. D. (2020). Patient-Reported Outcomes and Evidence-Based Practice in Speech-Language Pathology. *American Journal of Speech-Language Pathology*, 1, 357. [https://doi-org.ezproxy.lib.usf.edu/10.1044/2019\\_AJSLP-19-00076](https://doi-org.ezproxy.lib.usf.edu/10.1044/2019_AJSLP-19-00076).
    - Hinckley, J., Boyle, E., Lombard, D., & Bartels-Tobin, L. (2014). Towards a consumer-informed research agenda for aphasia: preliminary work. *Disability & Rehabilitation*, 36(12), 1042.
6. Invite a PCORI Ambassador to speak to your group or center.
- You can find PCORI Ambassadors in your state by searching here: <https://www.pcori.org/engagement/engage-us/pcori-ambassador-program>
  - Make sure to prepare them on aphasia-friendly speaker guidelines (see handout in the Appendix).

## After the Visit

### 3. Reflect and Discuss:

- **There are 4 steps that should be completed in this phase:**
  1. Reflect on the goal(s) you created before the visit and discuss if the goal(s) were achieved.
  2. Discuss your observations of the research team with other members and your Guide.
  3. Complete the Post-Visit Evaluation Form
  4. Send a Thank You Letter/Email.

## After the Visit- Sample Post-Visit Evaluation Form

**Date of Visit:** September 20, 2020

**Research Team:** Caregiver Training

**Goal(s) of the Visit:** #1: Identify strategies that helped all members of the team contribute, #2: Describe the type of contributions that each team member made, #3: Find ways that I can contribute to the team

Strengths of the Team	Challenges of the Team
Good communication- The team leader communicated well the tasks each member should work on.	Roles are not clear- Each team member, other than the team leader, does not have clear role titles.
Motivation- Each team member is passionate about the project. They are eager to work together and share ideas	Time management- The team has trouble managing certain tasks at a time. This could be due to unclear role titles.

### Please answer the following:

1. Were you able to accomplish your goal(s)? How?

Yes. We were able to follow our agenda and make sure that we stayed on task during the visit.

2. How could a future visit be improved?

We would create a more thorough plan of action that includes possible scenarios we can encounter. This will help prepare us for unplanned situations.

## After the Visit- **Sample Thank You Note**

Send a thank-you email to the research team. A sample can be found below:

Dear [Team Name],

Thank you for giving us the opportunity to visit your team and taking the time to share your experiences of collaborating with us. We learned [mention what you learned here]. We hope to reconnect with [Team Name] soon.

Sincerely,

[Your Name]

## Appendix- Blank Forms

### 1. Planning Form:

Goal(s) of Visit	Plan of Action

#### Questions to Answer Before the Visit:

1. Where will the visit take place (online or in-person)?

\_\_\_\_\_

2. What should be included in the agenda for the visit?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How many visits should be made?

\_\_\_\_\_

4. Is a follow-up visit necessary? Why?

\_\_\_\_\_  
\_\_\_\_\_

## 2. Observation Form:

Date of Visit: \_\_\_\_\_

<b>Goals</b>	<b>Observations</b>

### 3. Post-Visit Evaluation Form:

Date of Visit: \_\_\_\_\_

Research Team: \_\_\_\_\_

Goal(s) of the Visit: \_\_\_\_\_

\_\_\_\_\_

Strengths of the Team	Challenges of the Team

**Please answer the following:**

1. Were you able to accomplish your goal(s)? How?

\_\_\_\_\_

\_\_\_\_\_

2. How could a future visit be improved?

\_\_\_\_\_

\_\_\_\_\_



## 4. People Form:

NAME	ROLE	PICTURE
1.		
2.		
3.		
4.		
5.		
6.		

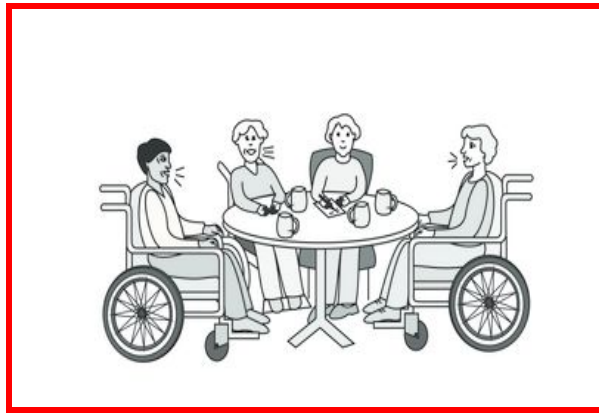
## Resources

### 1. Using Zoom for Learning Visits:

- To sign up, go to:
  - <https://zoom.us/signup>
- Joining a Meeting:
  - <https://youtu.be/hIkCmbvAHQQ>
- Scheduling a Meeting:
  - <https://youtu.be/XhZW3iyXV9U>
- Using Closed Captioning:
  - <https://youtu.be/a06O8JmpPZA>
- For more information on getting started, go to <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

## 2. Using Pictographics to Improve Communication:

- Pictographic Images Database:
  - Link to database:  
<https://www.participics.ca/>
  - Type in a word and get an illustrated image of the word.
  - **Example 1:**
    - Type in: “group discussion”
    - Results:




- **Example 2:**
  - Type in “research”
  - Results:



### 3. Aphasia-Friendly Templates:

- Link to templates:  
<https://www.participics.ca/resources>
- Example:
  - Event Flyer Template:


**(title here)**

  
**What:**

(event here)


Image Here

---

  
**Where:**


(address here)

Image Here

  
**When:**

(date here)


Image Here

  
**Time:**

(time here)

Image Here


Page Number



**Cost:**

(cost here)

---

  
**Remember:**

(reminder here)

Image Here


(reminder here)

Image Here

(reminder here)

Image Here

---

  
**Contact:**

(contact name here)

Image Here

Image Here

(additional contact info)

Image Here

Image Here

(additional contact info)

Page Number

