

Local BRIM Leads Time Commitment

1. Meet with University of Wisconsin-Madison (UW) BRIM Team during the Launch Visit.
Time: allow 1.5 hours but usually takes less.
2. Prepare and submit IRB protocol for BRIM Initiative – UW BRIM Team will do as much as they can to help, recognizing that each IRB is unique.
Time estimate: no more than 4 hours.
3. Schedule and attend the division faculty meeting for EACH DIVISION in the Department of Medicine.
 - a. Practice presentation of BRIM Initiative and be able to answer questions.
Estimated prep time: approximately 1 hour.
 - b. Schedule 15 minutes on every division's faculty meeting.
Prep time: no more than 15 minutes per division.
 - c. Attend division faculty meeting to describe BRIM Initiative.
Time: usually 15 min, but if there are questions could take up to 30 minutes per division.
4. Send email with reminder text to division chief (following prompt from UW BRIM Team) that he/she will forward to division members 1-2 days after survey link is sent by UW BRIM Team.
Time: approximately 15 minutes per division (5 minutes times 3 surveys).
5. Return to each division meeting for approximately 5 min within a month of scheduled workshop by UW BRIM team: remind division members about the BRIM study, alert them to the time and place of the workshop, and encourage attendance (script and flyers will be provided).
6. Attend the beginning of each workshop for divisions randomized to group 2 (delivered by Local Implementers) to obtain consent. Collect consent forms, evaluation forms, and commitment to action forms after each workshop and mail to UW BRIM Team ASAP. Time: approximately 15 minutes per locally-delivered workshop.
7. As needed: Assist with scheduling of all workshops; communicate with UW BRIM Team about issues or problems that arise; attend at least one workshop delivered by the UW BRIM Team (could be with their own division's workshop or with permission of division could observe a different division); attend division chief meetings to update chiefs on BRIM progress if requested by chair; other duties/events as they arise.
Time: approximately 10 hours over 2 years.

MAXIMUM TOTAL TIME FOR 1 LOCAL LEAD IN A 10-DIVISION DOM:

Best guess is approximately 40 hours over 2 years