How do we get it all done?

By standing on the shoulders of...

Senior Volunteers in the Community

Anne Arthur, MS, APRN

Undergraduate Summer Interns

Amanda Burden, BA

Apps & Technology

Maggie Dean, BS

The People All Around You

Bradley Glazier

Ambassador Program:
# Senior Volunteers in the Community

Anne Arthur, MS, APRN

Kansas University Alzheimer's Disease Center

Overview

- Began Spring 2013
- Organized/managed by ORE Core
- Collaborate with HR and IRB
- Capitalize on knowledge/experience/talents
- Purpose:

> To provide volunteer service to the KU ADC's mission to promote healthy brain aging and strategies to prevent Alzheimer's disease.

More than a Community Advisory Board

Ambassador

KU ADC ⟷ Community
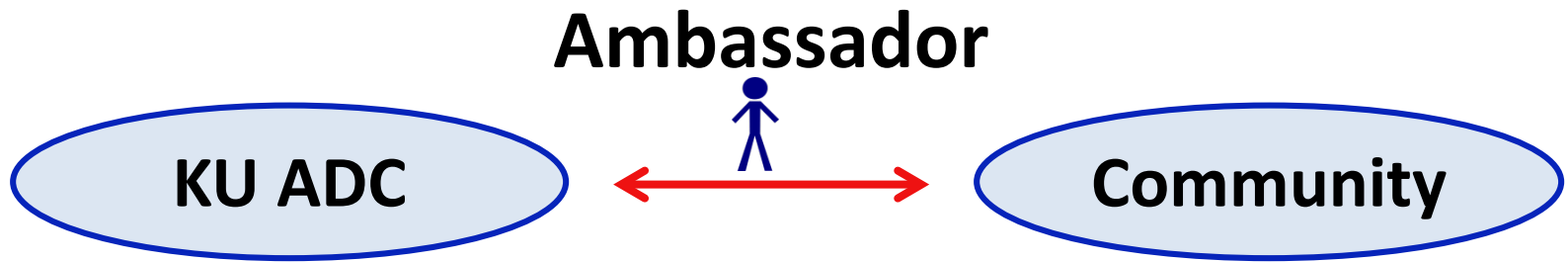
- Help with research activities
- Inform the research process
- Disseminate knowledge to the community
- Raise awareness in the community
  #1 recruitment tool = word of mouth

Focus Areas

Community Outreach
Staff information booths, social media

Administrative Assistance
Prepare packets, label cryovials

Strategic Development
Review promotional/recruitment materials, focus groups

Event Planning
Community memory screenings

Fundraising
Philanthropy and fundraising promotion

Research Assistance
Consulting panel (PCORI), mock study visits

Formal Application Process

- Must be a participant or caregiver of participant
- Online Application and fee ($50)
- KUMC Volunteer paperwork (institutional requirement)
  - Confidentiality and Liability Agreement
  - Carry health insurance
  - Background check
- Human Subjects seminar
  - Presentation/discussion with IRB director

Ambassador Program

- 15 members
  - 14 Clinical Core Cohort
  - 1 Spouse of Clinical Core participant
- Monthly meetings
  - Part 1: Educational topic (AD, research, etc.)
  - Part 2: Administrative/research task
- Retention
  - Social events (annual Ambassador potluck)

Challenges/Barriers

- HR: Volunteer vs. paid employee
- Access to PHI
  - HIPAA and Human subjects training
- Structure of the program
  - Leadership structure
  - Time commitment

Future of the Program

- Self-sufficient
  - Lead Ambassador
- Special projects
  - Resource area development
- Grow the program organically
  - PCORI grants
  - Strategic development

KU
ALZHEIMER'S
DISEASE CENTER
The University of Kansas Medical Center

I am a KU Ambassador with the Alzheimer's Disease Center on Shawnee Mission Parkway. I hope you know about us and the volunteer work we do for Drs. Burns and Vidoni.

-KU ADC Ambassador

Because of your letter, I did some research on the KU Alzheimer's Disease Center Ambassador Program. I've been told you are a resourceful and dedicated member of the Center. Thank you very much for all you do as an Ambassador.

-Bob Page
University of Kansas Hospital
President and CEO

KU ALZHEIMER'S DISEASE CENTER
The University of Kansas Medical Center
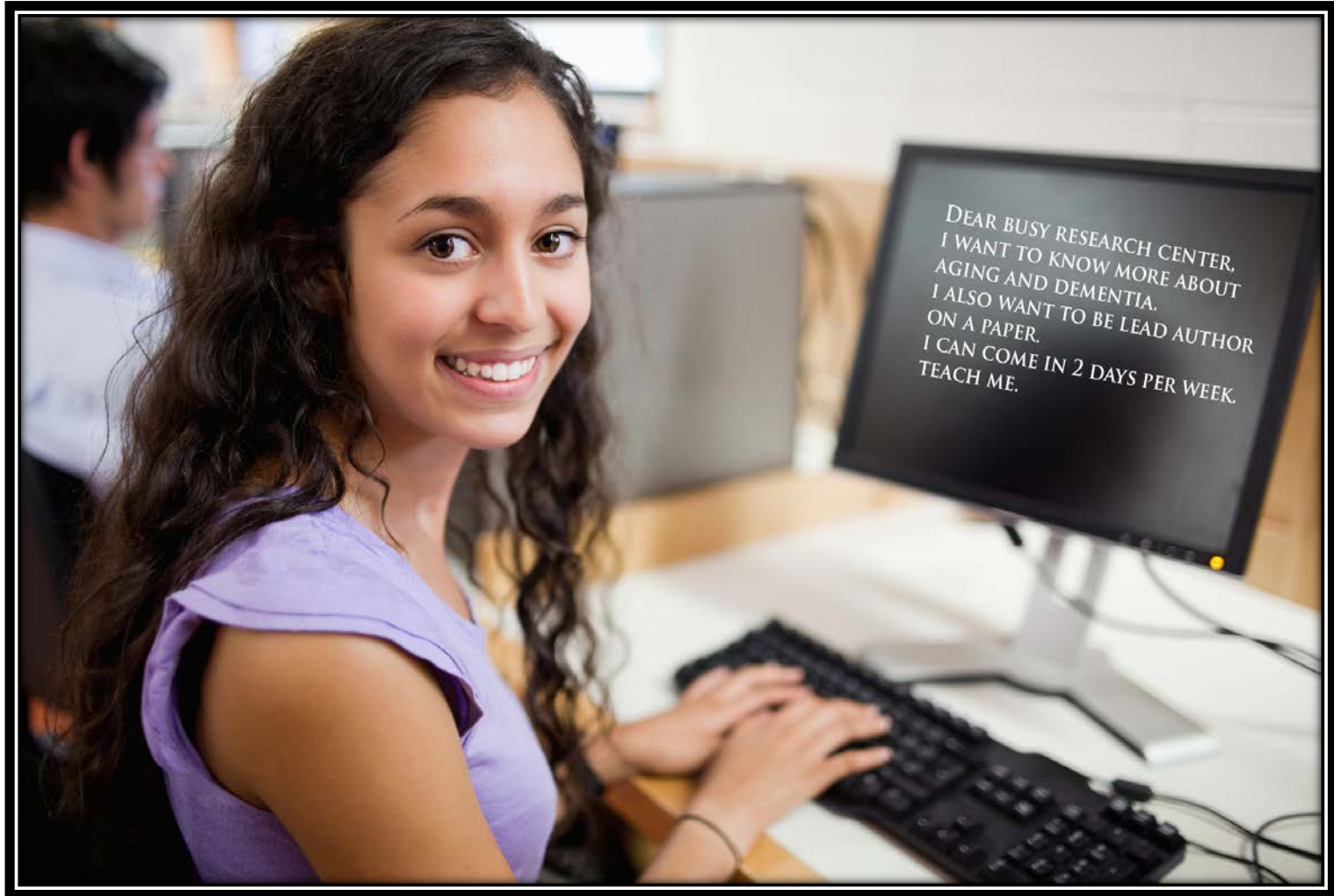
Undergraduate summer interns:

The Moussa B. Kahen ADRC Research Internship

Amanda Burden, B.A.

Administrator

Mount Sinai ADRC

ORIGINS
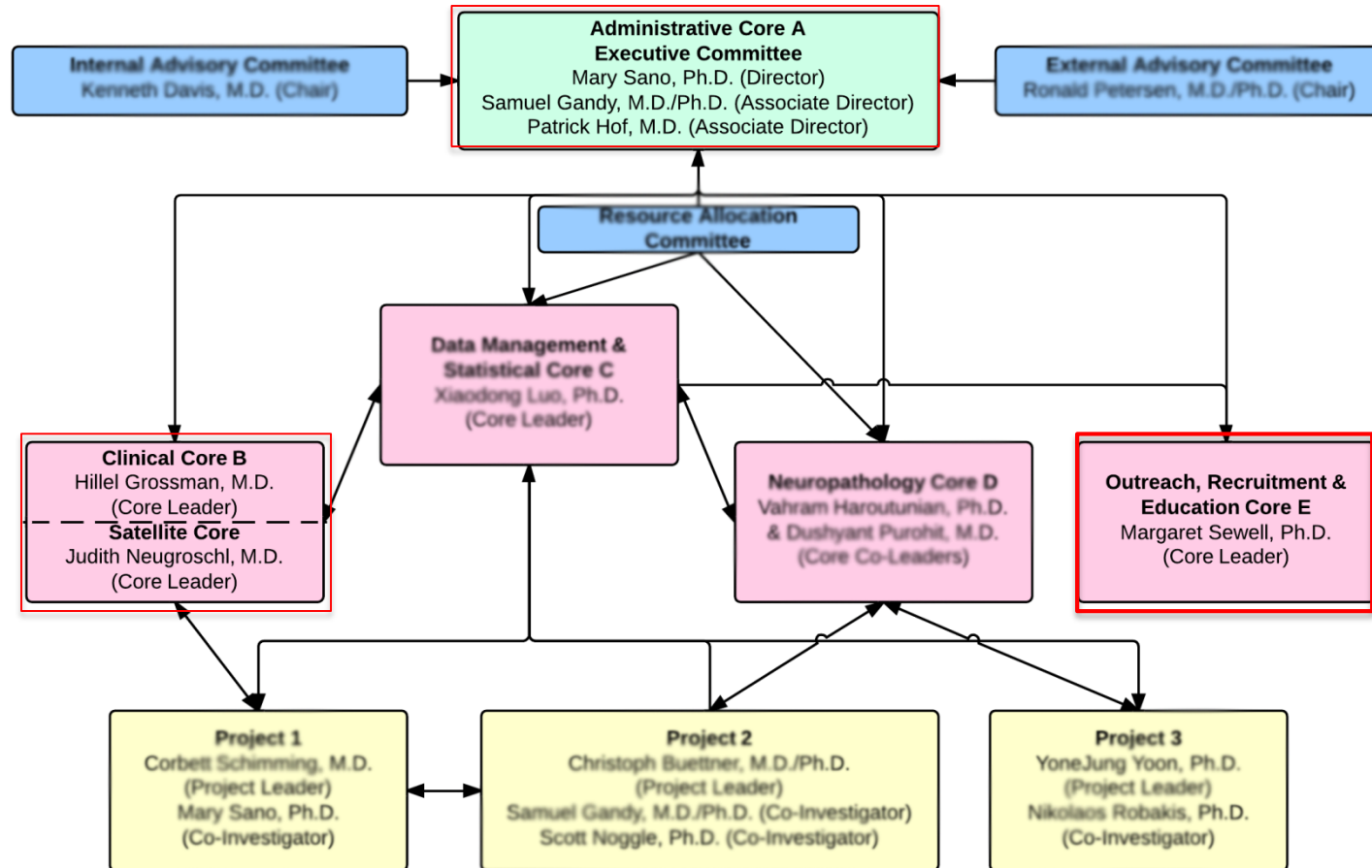
THE PROGRAM

Mount Sinai Alzheimer's Disease Research Center
Organizational Chart
Years 30-35

13

RECRUITMENT

Graduation: May 2015
GPA: 3.81

Dean's List (Fall 2011-Spring 2014)

Human Biology, Health, and Society

Assisted patients in ER, triage, and pediatrics

Farzan Rashid

Current Address:
17 South Avenue
Ithaca, New York 14850

Permanent Address:
17 Raleigh lane
Stafford, Virginia 22554

EDUCATION

Cornell University	Ithaca, NY	Graduation: May 2015
College of Human Ecology	*Human Biology, Health, and Society*	GPA: 3.81

- Dean's List (Fall 2011-Spring 2014)
- Pi Kappa Alpha Fraternity: Founding Father, Philanthropy Chair
- Cornell Rugby Club: Vice President
- PATCH (Pre- Med Club): Member
- Cornell Thai Boxing Team: Treasurer

SERVICE

The Dove Project	Stafford, VA	2013-2015

- Vice President and Co-Founder for Non-Profit Organization
- Assist various volunteer organizations in special events
- Constructed a house with Habitat for Humanity for a need family
- Coordinated a toy drive and distributed toys to sick children in hospitals

Stafford Hospital Volunteer	Stafford Hospital	2009-2013

- Read books to children receiving treatment
- Assisted patients in ER, triage, and pediatrics
- Information Specialist
- Handled patient registration, patient information, bookkeeping
- Shadowed surgeons in the ER and radiology departments

Virginia Public Broadcasting Service	Harrisonburg, VA	2011-2013

- Organized a book drive to collect and distribute books to orphan and refugee children.
- Collected books from various donors and sorted them to be distributed
- Set up a venue and location to distribute books to the children

DC Homeless Shelter Volunteer	Washington, D.C.	2009-2012

- Served food to the homeless
- Set doctor appointments and transported patients there

PROFESSIONAL EXPERIENCE & LEADERSHIP

Umi Sushi Resturant	Stafford, VA	2014-Current
Waiter		

- Cooked, sliced, and prepped food to be served
- Waited and served tables

Exxon Mobile	Washington D.C.	2009-2013
Assistant Manager		

- Reported daily sales
- Accounting and money management
- Performed end-of day closing procedures to close the business day

LANGUAGES/SKILLS/ SPECIAL INTERESTS

Language Skills: Fluent Bengali, Read/Write Bengali
Computer Skills: Advanced Microsoft Office Certification, Awarded by James Madison University
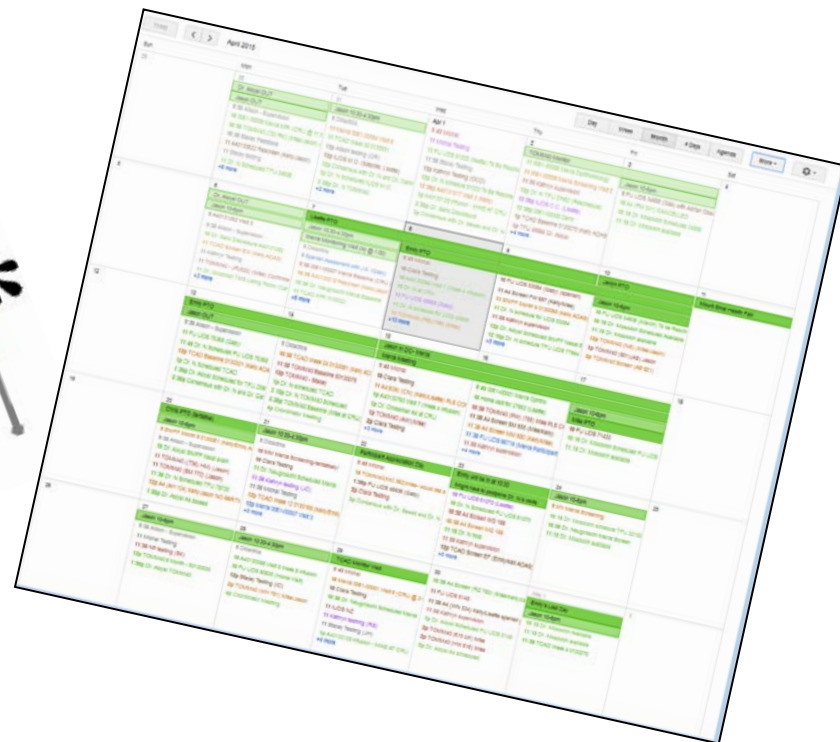
# *LONGER TERM GOALS*

New Mount Sinai ADRC coordinators

TIPS/TRICKS
Getting Started Up

Letter of Good Standing	Application	CV	Dates		Compliance and Certifications							Security	
			Rotation Start Date	Rotation End Date	HIPPA	Background Check	Confidentiality Statement	NYS Infection Control	Toxicology Screen	Health Form	N95 Mask Fit Certification (Clinical Trainee only)	MSMC ID	Network ID
Yes	Yes	Yes			Yes	Yes	Yes						
Yes	Yes	Yes			Yes	Yes	Yes	Yes	Yes				
Yes	Yes	Yes			Yes	Yes	Yes	Yes	Yes	Yes	N/A		
Yes	Yes	Yes			Yes	Yes	Yes	Yes	Yes	Yes	N/A		gaggin01
								Yes	Yes	Yes	N/A		mercug01
										Yes	N/A		

TIPS/TRICKS
When the interns are on site
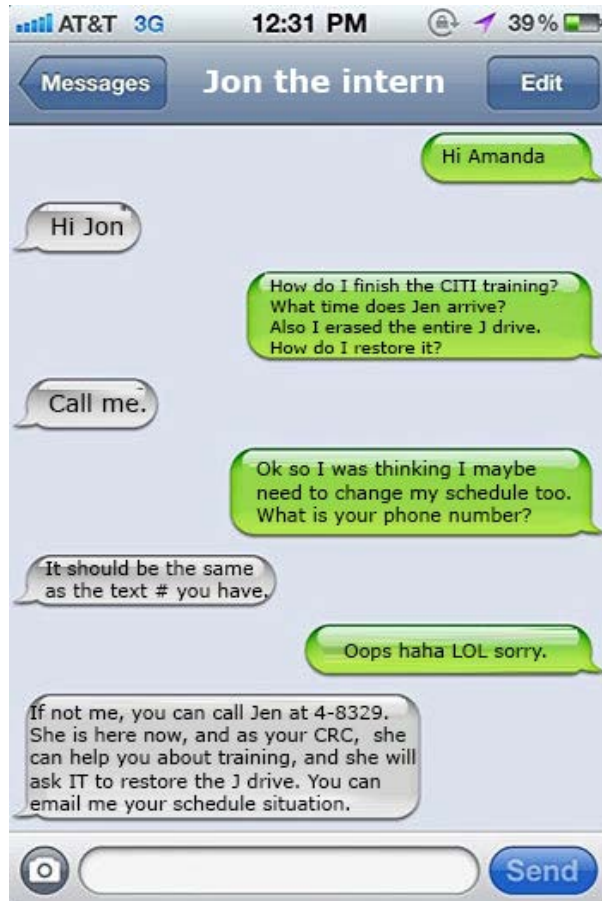
- ***Who is "paired" with the intern?***

- ***What training goes on?***

- ***What is the intern allowed to do?***

TIPS/TRICKS

As you work with them…

Check in!

- Check in for areas of strength and areas of improvement

- Note rapport with team members

- Think beyond the internship

AND…

Keep in touch!

- with the intern

- with the intern's undergrad advisor

- with the intern's undergrad program

THANKS…

The family of Moussa B. Kahen

Dr. Mary Sano, Ph.D.

MS ADRC Director

Dr. Margaret Sewell, Ph.D.

MS ADRC ORE leader

Dr. Jane Martin, Ph.D.

Neuropsychology Program Leader

For more info:

adrc@mssm.edu | 646-284-7547

@mountsinaiADRC [Twitter]

Mount Sinai

What's Google Got To Do With It?

ADC Administrators Meeting

April 17, 2015

NACC
www.alz.washington.edu

Why Google?

- Commonly used
- Simple and intuitive interfaces
- Cost

The Cloud

Pros...

- Redundancy in data backup
- Shared spaces = ability to collaborate in real time

Be aware of...

- Privacy (Don't use this for HIPAA-sensitive items)
- Your institutional computing security and records retention policies

Google Drive

- Storage space accessible from anywhere with an internet connection.

- You choose who to share folders and files with, and level of access.

- Mac user tip — shareable link doesn't always work with older systems. You'll need to grant access directly to that user.

Google Docs, Sheets and Presentations

- Similar feel as MS Word, Excel, and PPT.
- Edits made online or offline (syncs when you go online later).
- Allows for versioning.
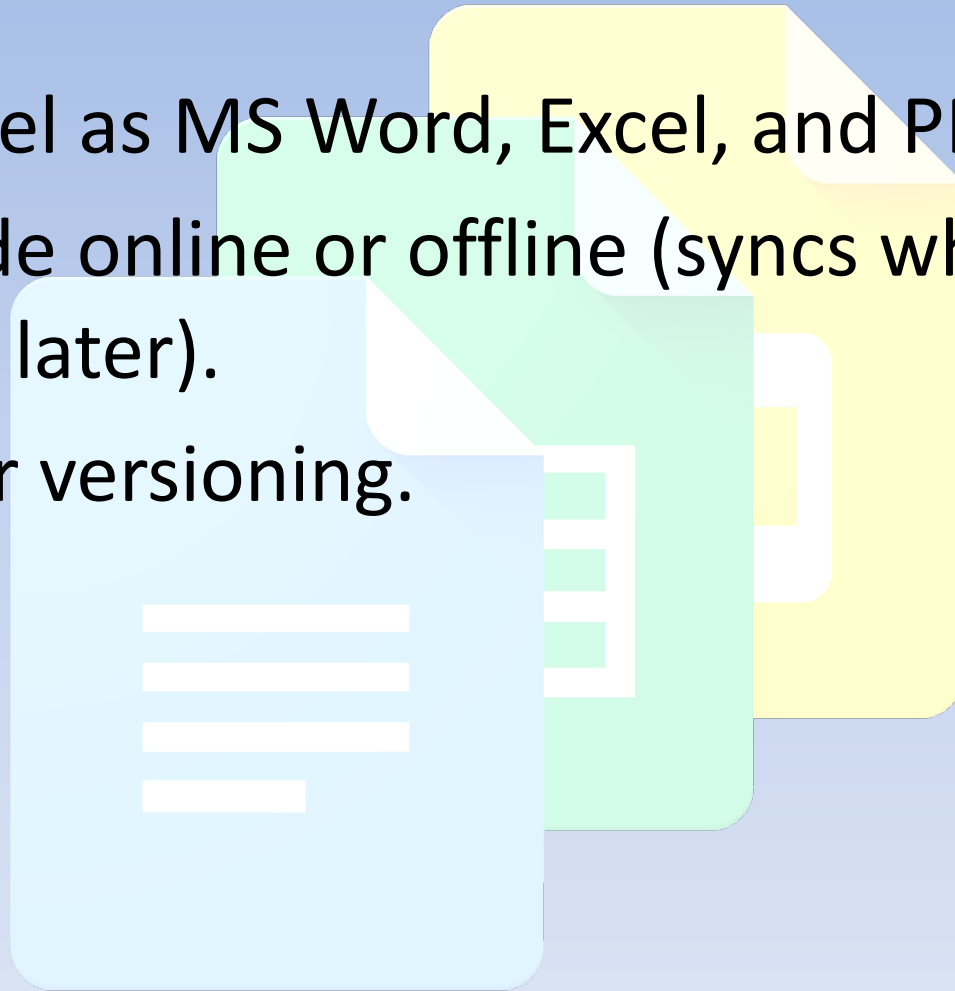
Chrome Remote Desktop

- Allows for remote access of computer.
- PIN is required to allow access to the computer.
- Computer must remain on in order to access. (Log-on screen is fine.)
- Allows only one remote user at a time.

Google Cloud Print

- Print via Wi-Fi connection from smartphone or tablet using one of many available apps.
- Use a cloud-ready printer or a conventional printer once it's been connected via Google Chrome.

Google Hangouts

- Allows for video conferencing
- Has screen share capability

Other Google tools

- Google Alerts

- Google Analytics

- Google Calendar

- Google Groups

Other Google tools

- Google Alerts

- Google Analytics

- Google Calendar

- Google Groups

- And more…

http://www.google.com/intl/en/about/products/

www.alz.washington.edu

The People All Around You

Brad Glazier
Administrator
Indiana Alzheimer Disease Center

Friday April 17, 2015
Administrator Meeting
Spring ADC Meetings
Washington DC – Marriott Marquis Hotel

"You can't save time. You can only spend it, but you can spend it wisely or foolishly."

— **Benjamin Hoff**, *The Tao of Pooh*

The Problem

How do we get more done with less?

One Solution

More People

Use the Power of a Network

1. What is my goal?

2. What relationships do I need?

3. How do I best access them?

4. What value can I bring?

5. Establish a set amount of time per week to devote to networking, schedule it and do it.

I.   **Finding People**

    1.   **Local ADC**

    2.   **Administrators from other ADCs**

    3.   **Institutional Colleagues**

        a) **Gift Development, Media Relations, Research Administration, Office of Engagement**

    4.   **Community**

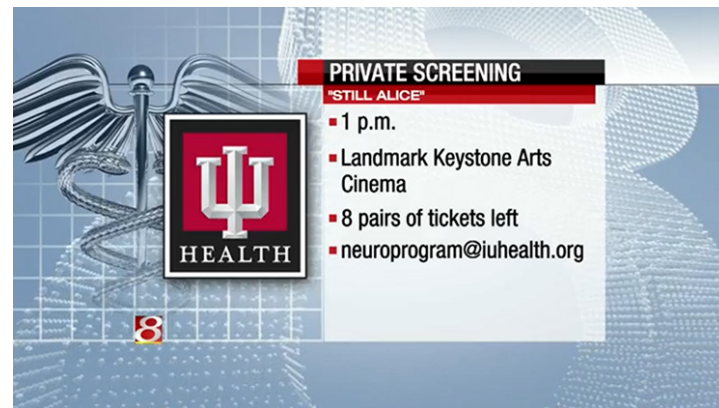   a) **Centers, Organizations, Businesses**

2. Engage & Nurture

    a) Introduce yourself and your center

    b) Get to know the other person, organization

    c) Listen

    d) Get outside the traditional work environment

3. Maintain

    a) Be thankful

    b) Keep informed

    c) Actively maintain connection

- **Community Partner – IU Health**
  - ❑ **Alzheimer's disease private movie screening and social media forum**
    - ➤ **Private screening of "Still Alice"**
    - ➤ **Hour-long Social Media session via Twitter and Facebook – Drs. Mary Austrom & Brandy Matthews**
    - ➤ **Local Media Coverage**
      - ➤ **Television Station Interview**
      - ➤ **Indianapolis Recorder Newspaper Article "Alzheimer's Disease in the African Americans"**

MARY AUSTROM, PHD.
IU SCHOOL OF MEDICINE PROFESSOR

PRIVATE SCREENING
"STILL ALICE"
- 1 p.m.
- Landmark Keystone Arts Cinema
- 8 pairs of tickets left
- neuroprogram@iuhealth.org

- **Institution**
  - ❑ **Music & Memory**
    - ➤ **Celebrate pioneering Alzheimer's disease research at IU and the IADC**
    - ➤ **Nationally and internationally acclaimed musicians performed**
    - ➤ **Benefit for IADC**

- ## Other Community Collaborations
  - ➢ **Alzheimer's Association – Indianapolis and Cincinnati Chapters**
  - ➢ **Association for Frontotemporal Degeneration**
  - ➢ **Indiana Minority Health Coalition**
  - ➢ **Indiana Black Expo, Inc.**
  - ➢ **Hispanic Health Association**
  - ➢ **Black Nurses Association of Indianapolis Inc.**
  - ➢ **American Diabetes Association – Indiana Chapter**

Success Stories

- ➢ **Press Releases**
- ➢ **Administrative**
- ➢ **Letter Writing**
- ➢ **Problem Solving**