

**Exhibit A**  
**Enhancement of the FPIN Librarian Community**  
**Statement of Work**

The purpose of this project is to enhance the development of the librarian segment of the Family Practice Inquiries Network (FPIN). FPIN is a multi-institutional effort involving family physicians, medical librarians, and computer specialists, engaged in creating evidence-based summaries relevant to clinical problems commonly encountered in primary care.

The project's goals are focused on the librarian involvement in FPIN:

- To create an online training program for librarians new to the Clinical Inquiries co-authoring process
- To define a credentialing program for medical librarians working as Clinical Inquiries co-authors, that would provide a common baseline of understanding for the FPIN librarian community. Emphasis would be on understanding of the principles of evidence based medicine (EBM) and literature retrieval specific to EBM.
- To develop a prototype for the patient information element of the Clinical Inquiry
- To formulate a plan for the writing of the patient information element to be added to new Clinical Inquiries as they are written, as well as a plan for the authoring of the patient information element to the Clinical Inquiries already published, which can be added to the FPIN database.

FPIN is a national consortium of accredited family residency programs with seven Founding Members. The FPIN Consortium has three broad goals. The consortium writes content for evidence-based electronic information delivery at the point of care. It supports training in evidence based medicine and information mastery as a means of facilitating the translation of research into practice and increasing the users of practice based research findings. Thirdly, it will support practice-based research through electronic information systems and other resources.

Enhancement of the FPIN Librarian Community is an 18 month project that will support a group of at least 23 librarians participating in an innovation in information delivery.

**Timeline - Enhancement of the FPIN Librarian Community**

Timeline for Objective 1 - Develop Online Training Program

Month One: Librarian Team receives recommendations to changes to procedures for librarian CI co-authors from FPIN Librarian Team's working group on strategy and procedures. Procedures modified and accepted by Librarian Team.

Month Two: Susan Meadows revises instructions to co-authors based on changes, and presents to Librarian Team for review.

Month Three: Susan Meadows meets with Lanit software specialist about project goals, together they lay out the scope of work to be accomplished.

Month Four: Lanit programmer works on example(s) of how program can work to present to Susan Meadows and Deb Ward, and together they decide how to proceed. Susan Meadows reports progress to Librarian Team.

Month Five: Lanit programmer provides prototype for instructional package. Susan Meadows reports progress at FPIN Librarian Meeting and seeks feedback from group.

Month Six: Susan Meadows works with at least two members of the Librarian Community to test prototype and receive feedback. Susan Meadows takes any suggestions for modifications taken back to Lanit, where changes are made.

Month Seven: Revised prototype presented to FPIN Community Librarians, and then taken to one librarian who has not yet seen it for feedback.

Month Eight: Lanit programmer continues to work on additional parts of the instructional program. Susan Meadows meets with software specialist regularly to review progress. Susan Meadows seeks feedback and communicates to Team as stated above.

Month Nine: Lanit programmer continues to work on additional parts of the instructional program. Susan Meadows meets with software specialist regularly to review progress. Susan Meadows seeks feedback as stated above. Susan Meadows and Deb Ward develop evaluation tool to be placed online and used by librarians who use the program.

Month Ten: Final version tested on librarian new to FPIN co-authoring. Librarian evaluates experience. Susan Meadows works with software specialist to resolve any issues that arise, make any needed changes to program. Programming integrated into the FP web site. Deb Ward and Susan Meadows report progress at FPIN Board Meeting.

Month Eleven: Online instruction offered to all FPIN librarians. Susan Meadows collects evaluations, reviews with Deb Ward, shares with Librarian Team.

Month Twelve: Any final changes made.

Month Thirteen - Eighteen: Online instruction offered to all FPIN librarians. Susan Meadows collects evaluations, reviews with Deb Ward, shares with Team, becomes an accepted part of the routine for bringing on librarians new to the process.

### Timeline for Objective 2 -Develop a credentialing program for FPIN Librarian Community

Month One: Susan Meadows and Joan Nashelsky seek members of the FPIN Librarian Community to participate on this working group. Once identified, Joan Nasheisky makes sure all who will work on this understand goals and scope of the effort and asks each participant to review the process used by the Academy of Health Information Professionals, which is on the Medical Library Association web site.

Month Two: Joan Nashelsky hosts a teleconference to hold initial discussion on broad ideas, outline tasks, suggest ideas for what should be included in the credentialing program, make assignments and decide on meeting schedule.

Month Three: Teleconference(s) as needed to discuss what should be included in the credentialing program, and explore EBM-related training initiatives in other parts of the country. Group identifies any elements they feel are required, and which are flexible. Joan Nashelsky reports progress to Librarian Team and requests feedback.

Month Four: Joan Nashelsky convenes two teleconferences to discuss content to come to final agreement about the content of the program, with ideas about the point values. Joan Nashelsky reports progress to the Librarian Team and seeks feedback. She sends e-mail to the entire FPIN Librarian Community, asking for feedback.

Month Five: Joan Nashelsky reports work of this working group at the FPIN Librarian's Meeting at MLA. She asks for broad input from the group at large. Small working group meets face to face if possible before MILA ends so that they can discuss input received at this meeting. They would also begin to discuss what relative weights should be put on various elements.

Month Six: Joan Nashelsky convenes one teleconference to discuss views, begin working on the point system, lay out the basics of the review system.

Month Seven: Joan Nashelsky convenes teleconferences as needed to refine point system and the review system. She reports to Librarian Team and seeks feedback from them regarding any trouble spots.

Month Eight: Joan Nashelsky convenes teleconferences as needed to finalize the program, distributes the final draft to the entire FPIN Librarian Community.

Month Nine: Draft accepted by community. Joan Nashelsky calls for volunteers to serve on the review committee.

Month Ten: Review Committee established. Deb Ward reports progress at FPIN Board Meeting.

Month Eleven: FPIN Librarians begin to submit portfolios for review.

Month Twelve - Fifteen: Review and evaluation of the program.

Month Sixteen: Joan Nashelsky reports on the progress at the FPIN Librarian Meeting at MILA. Librarians discuss value and evaluation of the program.

Suggestions for alterations are solicited.

Month Seventeen and Eighteen: Continuing review and evaluation.

### Timeline for Objective 3 - Develop a prototype for a patient education statement based on the Clinical Inquiry

Month One: Deb Ward identifies librarian on Health Sciences Library staff and two patient educators at the University of Missouri to work together on the patient education statement prototype. Deb Ward identifies two librarians in a member institution to participate in the working group. The librarians in the partner institution identify two patient educators who can work with the group. Deb Ward makes sure that everyone understands the tasks to be accomplished and the scope of work.

Month Two: Two teleconferences to provide background for the project, get established as a group, discuss the reading level and tone of the prototype.

Month Three: Deb Ward convenes two teleconferences to discuss the format of the prototype.

Month Four: Deb Ward convenes one teleconference to select from existing Clinical Inquiry topics to address. For the remainder of the month, each local group would work together to create an example.

Month Five: Deb Ward convenes one teleconference to compare results and discuss fine points. Group selects second topic. Deb Ward reports progress at the Librarians Meeting at MLA.

Month Six: Groups work independently on second topic, basing their work on decisions made in the discussion about the first example. Work is shared over e-mail.

Month Seven: Deb Ward convenes one teleconference to discuss outcome of work on second example. Issues that need to be clarified are identified, and group works to complete the second example that all agree is close to desired model.

Month Eight: Deb Ward gives individual assignments to members of the group to seek feedback from experts about the model. One librarian will contact NLM, each patient educator will contact an expert they identify, Deb Ward will contact an expert at AAFP, two librarians will contact a public librarian to seek feedback about the model.

Month Nine: Deb Ward will convene a teleconference to discuss feedback gathered by the members of the group. Group will modify example as they see fit, based on the input received. Deb Ward will take the revised example to the Editorial Team for feedback. Deb Ward reports progress to Librarian Team.

Month Ten: Deb Ward will present the prototype to the FPIN Board. She will receive their input and suggestions, as well as their ideas about how the patient information element could best be integrated into FPIN. If the prototype is accepted, no more work will be required. If it requires modification, the group would continue to work on it through the remaining months until accepted. As soon as the prototype is accepted, Deb Ward will ask for a physician volunteer to work with the work group, who would be willing to use the patient information in his patient care, and provide feedback.

Month Eleven: Working group makes modifications as requested by FPIN Board, or physician tester, then selects a third topic to work with to test the transferability of what has been learned to a third topic. Deb Ward takes third example to Editorial Team for discussion.

Month Twelve: Deb Ward convenes teleconference to wrap up work of the working group. Deb Ward reports progress and final prototype to Librarian Team and sends a written report to the FPIN Board of Directors.

Timeline for Objective 4 - Create an implementation plan to add patient information to the Clinical Inquiry production process, FPIN database, and to add the patient education element to the FPIN database for existing Clinical Inquiries

Months One — Twelve: No activity on this objective.

Month Thirteen: Deb Ward discusses this objective with the Editorial Team. She asks for a few physician members of the Editorial Team to work with the three librarians as a new work group to create the implementation plan. Both Susan Meadows and Joan Nashelsky, who will also serve on the Work Group, are members of the Editorial Team, as are the Associate Editor and Assistant Editors of the Clinical Inquiries. The Editorial Team reviews the prototype, and discusses how we might integrate this element into the CI processes and the FPIN database. Barriers and problems are identified. Deb Ward sets a date for the Work Group to meet.

Months Fourteen - Sixteen: Deb Ward convenes meeting of the new Work Group to generate ideas on how to accomplish the goal, and how to overcome problems and barriers.

Month Seventeen: Work Group writes implementation plan based on input of the Editorial Team, and discusses it at an Editorial Team meeting.

Month Eighteen: Deb Ward revises implementation plan and continues to discuss with the Work Group, so that the plan can be taken to the FPD Board meeting with the Editorial Team's approval.

Month Nineteen (post-funding): The FPIN Board meets in July. Deb Ward presents the implementation plan to the FPIN Board for discussion. If approved, implementation will proceed. If the implementation plan is not approved, the Work Group will revise the plan for subsequent approval by the FPIN Board.

## Promotion of the products

### **Evaluation**

#### More detail, description based on product.

Evaluation methods will include:

- an online evaluation tool for both new and established FPIN librarians participating in the online learning module
- soliciting evaluative feedback from FPIN librarians after the first year of the project

### **Deliverables** Add deliverables that are on page 7 of proposal

Deliverables to be submitted to the NN/LM-Midcontinental Region in Salt Lake City, Utah:

- Quarterly reports
- A final report including the final evaluation
- Promotional materials developed for the project
- Participant information materials developed for the project
- Education materials, both print and copies of online materials created by and/or for the project
- Evaluation materials developed to measure online training program as well as the project's success