AGREEMENT BETWEEN

NN/LM MIDCONTINENTAL REGION-
UNIVERSITY OF UTAH

AND

SAINT LUKE'S HOSPITAL OF KANSAS CITY

Type of Contract: **Reimbursable/Fee for Service**

Principal Investigator:

Karen Wiederaenders, MLS
Health Sciences Library
Saint Luke's Hospital of Kansas City
4141 Mill Street
Kansas City, Mo, 64111
Phone: 816-531-0560
Fax: 816-531-6316
kwiederaenders@saint-lukes.org

Project Title: **St. Luke's Hospital Library Advocacy**

Period of Performance: February 15, 2010 – February 28, 2011
Amount Funded: $15,000

Exhibit A
St. Luke's Hospital Library Advocacy

Statement of Work:
The project will focus on the information needs of physicians, researchers, nurses, nurse educators, nursing students and other clinical personnel such as nutritionists, respiratory therapists, pharmacists, etc. at Saint Luke's Health System.

The method of inquiry will be surveys (print, electronic, and telephone) and focus groups of key user groups. In the initial phase of the project we anticipate that the survey will garner information about the information needs and habits of our current and potential users. The survey will raise awareness about the library throughout the health system.

Objectives:
The object of this project will be to:

1. Identify current and potential library users.
2. Identify the information needs of library users.
3. Create a plan to provide exemplary information services that will surpass competing information sources.

Activities:

- The consultant will interview library staff and conduct focus groups with current library users and other key stakeholders such as hospital administration.
- The data collected will be coded and analyzed to identify key themes and concerns.
- The consultant will then re-interview library personnel to verify the findings and finalize study objectives.
- Once the objectives are set, the consultant and the librarians will create data collection instruments which will include:
  - Self-reporting surveys, both print and electronic, to groups of library users and non-users with the goal of surveying at least 10% of qualified users.
  - Focus group interviews with those representing key stakeholder groups. There will be at least two groups of twelve to fifteen people.
  - Telephone interviews of key stakeholder groups, to be identified through self-reporting surveys and general invitations to participate.
- Invitations will be disseminated in health system employee newsletters and medical staff publications, both paper and electronic, to participate in data collection activities.
- The project will be promoted at meetings throughout the health system.
- The results of the entire investigation will be presented in a written report for Saint Luke's Health System use and also submitted to peer reviewed journal(s) for publication.

Publicity/Promotion
All the existing means of communication in the Saint Luke's Health System will be used to promote this project. This includes print and electronic newsletters, displays, announcements at department meetings and emails.

Time Line:
February 2010 – contract with consultant
February – April 2010 – meetings with consultant to clarify objectives and create plan.
May-July 2010 – Disseminate paper and electronic surveys and collect data.
July – October 2010 – Conduct telephone surveys and focus groups
November 2010-January 2011 – Analyze survey results and write future plans.

Evaluation:
- The collected data will be analyzed.
- Qualitative data will be coded to identify key themes.
- Quantitative data will be entered into spreadsheets, analyzed, and displayed using appropriate software.
- Throughout the data collection and analysis process, the investigators will review and verify preliminary findings.

Deliverables

Deliverables are to be submitted to the NN/LM MidContinental Region in Salt Lake City, Utah

- Quarterly Reports are due 15 days after the close of the quarter.

- The NN/LM MidContinental Region will provide a template to use in completing the reports.

- Quarterly Reports will be due:
  June 1, 2010
  September 1, 2010
  December 1, 2010
  Last Quarter and Final Report due: March 31, 2011

- A final report including the final evaluation is due 30 days from the last day of the performance period. The NN/LM-MidContinental Region will provide you with the form to be completed. The final report must include a narrative summary of project accomplishments; sites where training was done and a description of training sites; description of target audience; list of exhibits, if applicable; approaches and interventions used; project evaluation results; observations on problems or barriers encountered; impact of the project; and recommendations for improvements, alternative methods, insights, etc. In addition, a graphical compilation of web site statistics, classes and demonstrations conducted of NLM databases, and meetings attended, must be provided.

- The final 10% of the award will be paid upon receipt of the final report of the project and an invoice for the final 10%.

- Any materials (promotional materials, training materials, articles etc) developed or produced for this project will be provided in electronic format (whether in ASCII, HTML, PDF, or other document formats). In accepting the award, the bidder gives permission for use of such materials by the NLM and NN/LM.

- The bidder may also be asked to provide information to the RML or to NLM, such as IP addresses, which will be used to track usage of MedlinePlus, PubMed or ClinicalTrials.gov by institutions participating in the project.

- Information on training materials developed under this contract should be submitted to the National Training Center and Clearinghouse (NTCC) (http://nnlm.gov/train/suggest.html).

- At the conclusion of the project, the bidder will submit one effective practice or lesson learned to the Library Success Wiki. http://www.libsuccess.org/

EXHIBIT B
St. Luke's Hospital Library Advocacy Project

Budget

Budget

Personnel:	$11,800.
Supplies:	$2600.
Reproduction:	$600.
Total	$15,000.

Budget Narrative

1. Personnel - Since Saint Luke's is a large, widely dispersed health system, paying our consultant will take most of the grant. Dr. Perley has set her fee at $11,800.

2. Supplies - When Via Christi Regional Medical Center did a similar project they were surprised at the impact that small incentives had on the response rate for the survey. We are budgeting $2600. for small incentives.
   NOTE: Food may not be purchased with the project funds.

3. Reproduction – We are budgeting $600. to cover the cost of paper surveys.

EXHIBIT C
St. Luke's Hospital Library Advocacy Project

Publishing

All Publications should include the following acknowledgement:
"This project has been funded in whole or in part with Federal funds from the National Library of Medicine, National Institutes of Health, Department of Health and Human Services under Contract No. N01-LM-6-3504 with the University of Utah."

Recipients of NN/LM funding are strongly encouraged to consider publishing results from NN/LM funded projects in journals that make their contents freely available on the Web.

Publications Resulting from NN/LM funded Projects:
As of April 7, 2008, final peer-reviewed manuscripts arising from NIH funds must be submitted to PubMed Central upon acceptance for publication.

The NIH Public Access Policy at http://publicaccess.nih.gov/policy.htm ensures that the public has access to the published results of NIH funded research. It requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central (http://www.pubmedcentral.nih.gov/) upon acceptance for publication. To help advance science and improve human health, the Policy requires that these papers (http://publicaccess.nih.gov/FAQ.htm#b1) are accessible to the public on PubMed Central no later than 12 months after publication.

The NIH Public Access site should be consulted for additional information: http://publicaccess.nih.gov/policy.htm.

Section 508 Compliance:
According to the Department of Health and Human Services synopsis of Section 508 accessibility requirements, Federal agencies are obligated to make all electronic and information technology (EIT) that they develop, maintain or use compliant with Section 508. EIT purchases made on or after June 25, 2001, are subject to Section 508.

It should be noted that other Federal regulations and guidelines (e.g., Section 501 and Section 504 of the Rehabilitation Act) require equal access for individuals with disabilities. Therefore, Federal agencies are required, upon request, to provide information and data to individuals with disabilities through an alternative means of access that can be used by the individuals.

Section 508 Compliance information is at http://www.section508.gov