

Johns Hopkins Bayview Medical Center

GENERAL CLINICAL RESEARCH CENTER

Utilization Tracking and Reporting

Policy # 129
Original Date: 10/01
Previous Date: none
Reviewed Date: none

PURPOSE to provide a systematic method for obtaining and reporting utilization data for core areas of the GCRC

PROCEDURE

1. Data of usage and staff activities will be obtained either through direct entry into the CAMP program, a database program, or by scannable form.
2. Scannable activity report sheets will be completed by the Sleep Technician, the Cardiovascular Technician, the Exercise Physiology Technician, the GCRC Dietician and where ever applicable.
3. Activity report sheets will be scanned at least weekly.
4. The Informatics Manager will provide end of the month data results to the Core Directors. The Core Directors will assure that the data is clear, valid and that their employees have complied to the process. Corrections will be made by the area and reported to the Informatics Manager.
5. The Administrative Manager is accountable for monitoring and distributing the information printed by the Informatics Manager. After validation, the Administrative Manager reviews the overall resource utilization and addresses concerns in a proactive manner.
6. Valid and concise utilization data will be presented to the GAC at least quarterly by the Administrative Manager. the second GAC meeting after each quarter (January meeting- end of quarter and end of year data, April meeting, July meeting- end of quarter and mid year, October). If a meeting is cancelled, the data will be presented at the next meeting.

Originator: Informatics Manager
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