
**WEST VIRGINIA
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

Project ECHO Case Presentation Submission

Overview

The West Virginia Project ECHO realizes the importance of case presentations in the long-term success of ECHO. When a new case is submitted to an ECHO project, the ECHO coordinator(s) will ensure that the case is filled out correctly and is sent to the correct Hub members for presentation.

Purpose

The West Virginia Project ECHO of the West Virginia Clinical and Translational Science Institute (WVCTSI) accepts case presentation submissions from any ECHO participant. This submission process is required for ECHO to make sure cases fulfill the necessary requirements for ECHO.

Scope

This document outlines the West Virginia Project ECHO case presentation submission process required for all Project ECHOs.

Definitions

ECHO – Extension for Community Healthcare Outcomes

Hub – Group of specialist in a specific area (such as Hepatitis C) that review and provide recommendations for all ECHO case presentations.

IDR – Integrated Data Repository

NHSR – Non Human Subjects Research

IRB – Institutional Review Board

Zoom – web conferencing platform used for Project ECHO

Policy

The Project ECHO coordinator will be notified of any case submissions via the automatic email response from the IDR web portal.

Once a case is submitted to the Project ECHO coordinator will review the case for accuracy and compliance with the NHSR criteria of the EHCO IRB. Once a case is approved, it will then be sent to the Hub members of the corresponding ECHO project ahead of the case presentation for review. Cases are not shared with other ECHO participants until the day of the case presentation when it is shared via Zoom.

Procedures

1. Upon interested individual completing online case presentation submission form located on the ECHO IDR website, the ECHO coordinator will ensure that the information is properly recorded and information is complete.
2. Information from the case presentation submission form is transferred to a PDF so it cannot be edited.
3. Case presentation is then sent to the Hub members of the corresponding ECHO project.
4. ECHO coordinator will notify the clinician when their presentation will be and will also give them the PDF version.
5. ECHO coordinator will share the case presentation via the Zoom platform the day of the presentation and will bring hard copies for the Hub members.
6. All hard copies of the case presentation will then be shredded after the ECHO session.
7. Electronic copies are stored on the Integrated Data Repository (IDR) by the ECHO Coordinator with the potential for follow-up and assessment of health outcomes.

Roles and Responsibilities

It is the responsibility of the applicant to provide accurate information upon completing the online form. WVCTSI Administration reserves the right to reclassify applicants if they are better suited for another membership category. Membership information details shall not be distributed for any use other than communicating with members and sharing within the WVCTSI organization. WVCTSI staff should encourage those

interested in WVCTSI to become members for access to services and sustained communication.

Approval and Authority to Proceed

I approve the project as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	3/07/17



Approved By

3/07/17
Date