
**WEST VIRGINIA
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

Project ECHO Membership

Overview

Purpose

West Virginia Project ECHO (Extensions for Community Healthcare Outcomes) membership is tracked to serve as a baseline measurement for reach and audience analysis. Membership is also required for access the Project ECHO resources and services.

Scope

This document outlines the Project ECHO membership structure and process for accessing services.

Definitions

ECHO – Extension for Community Healthcare Outcomes

ECHO Participation Agreement – Participation agreement outlining the specific ECHO project and is signed by the clinic and the Vice President for Health Sciences at West Virginia University. Final copies are sent back to the clinician signing up.

Clinic/Organizational Membership - Clinic membership allows more than one provider at a site to participate in ECHO projects.

Policy

Procedures

1. Upon interested an individual/organization completing the ECHO Participation Agreement form located on the ECHO website, ECHO coordinator will ensure that the information is properly recorded and information is complete.
2. On a quarterly basis, the ECHO coordinator will review ECHO membership to ensure that all ECHO participants are also West Virginia Clinical and Translational Science Institute members.

3. All new members will receive an electronic notification that their membership application has been received and accepted.
4. Clinical/Organizational membership uses the form designated for the specific project to register for membership into Project ECHO.
5. New members will be added to the appropriate listservs to receive recruitment and dissemination information from Project ECHO.
6. Although there are no project requirements as part of membership, the ECHO Coordinator will add clinical sites to recruitment lists for further ECHO projects.
7. Annually, the ECHO Coordinator will audit the membership list for any inactive members and reclassify them as such.

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

3/7/17
Date



January 2017

WV Project ECHO Participation Agreement

Agreement between WVCTSI and _____

To Participate the WV Chronic Pain ECHO Project:

The WVCTSI (WV Center for Clinical and Translational Research), and The WV Primary Care Association are partnering with Project ECHO® (Extension for Community Healthcare Outcomes) to offer specialty consultation and continuing education for primary care providers (PCPs) to assist in the care of patients with **Content Area**. The consultation and education for primary care providers is provided on a **Regularity** basis starting on **Day, Month Year** from **Time**.

The sessions are conducted using Zoom, a video-conferencing platform. The Zoom platform is provided without charge to the primary care practices. The participants will require a computer with a camera and microphone with internet access. Participants can join by phone but it is recommended to join by video conference.

At the video-conference sessions a “Hub” of WVU specialists in **Content Area** (including **Specialist Areas**) will consult with participating PCPs from around West Virginia who will present their cases of patients with **Content Area**. There may be up to ten primary care practices on the video-conference. The PCPs and the specialty team will discuss each case and recommendations will be provided. In addition, there will be 15 to 20 minutes of the hour-log session devoted to a didactic presentation on **Content Area** topics.

The PCP’s are asked to complete an online clinical summary form of the patients that they are presenting that follows the Presentation Template provided by the ECHO project team.

During the video-conference all participants can view each other on their computer screens and participate in the discussion. This is both a means of getting specialty consultation for individual patients and a creating an opportunity for expanding specialty learning.

All the patient information presented to the “Hub” is de-identified. No PHI is shared and there is no patient relationship established with the specialist. Patients will be assigned an ECHO ID number for tracking purposes. Some de-identified data related to the ECHO sessions and patients discussed will be maintained by the WVCTSI.

Participating PCPs may contact the specialty team for assistance between video-conference sessions as needed. Please contact Jay Mason at jdmason@hsc.wvu.edu with any questions you may have about the ECHO session.

Continuing education credits will be provided for Physicians, Nurse Practitioner, Physicians Assistants, and Nurses through WVCTSI. In order to receive the credits participants will be asked to fill out a periodic survey on the ECHO sessions. Up to one credit hour of category 1 CME will be offered per session for physicians and up to 1.2 nursing contact hours.

The costs associated with the time of the specialty team members and project management and coordination are covered by WVCTSI and start-up grants. The ECHO sessions are not reimbursable (unlike telemedicine sessions) and the WVCTSI and the WVPCA will be seeking longer term support for the project.

Agreeing to this participation agreement does not require participation in all the Chronic Pain ECHO sessions.

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On behalf of WEST VIRGINIA UNIVERSITY
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