

# HPV Speakers Bureau



THE UNIVERSITY OF TEXAS  
**MD Anderson**  
**Cancer Center**

Making Cancer History®



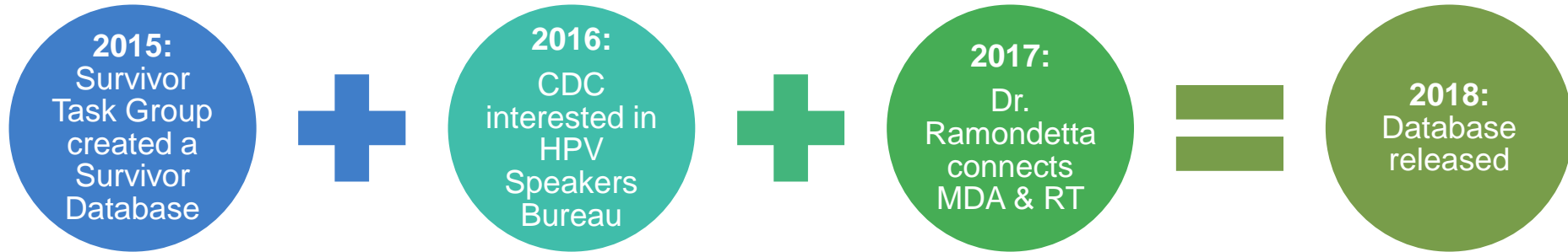
## National HPV Roundtable – Speakers Bureau

Hilton Atlanta Airport

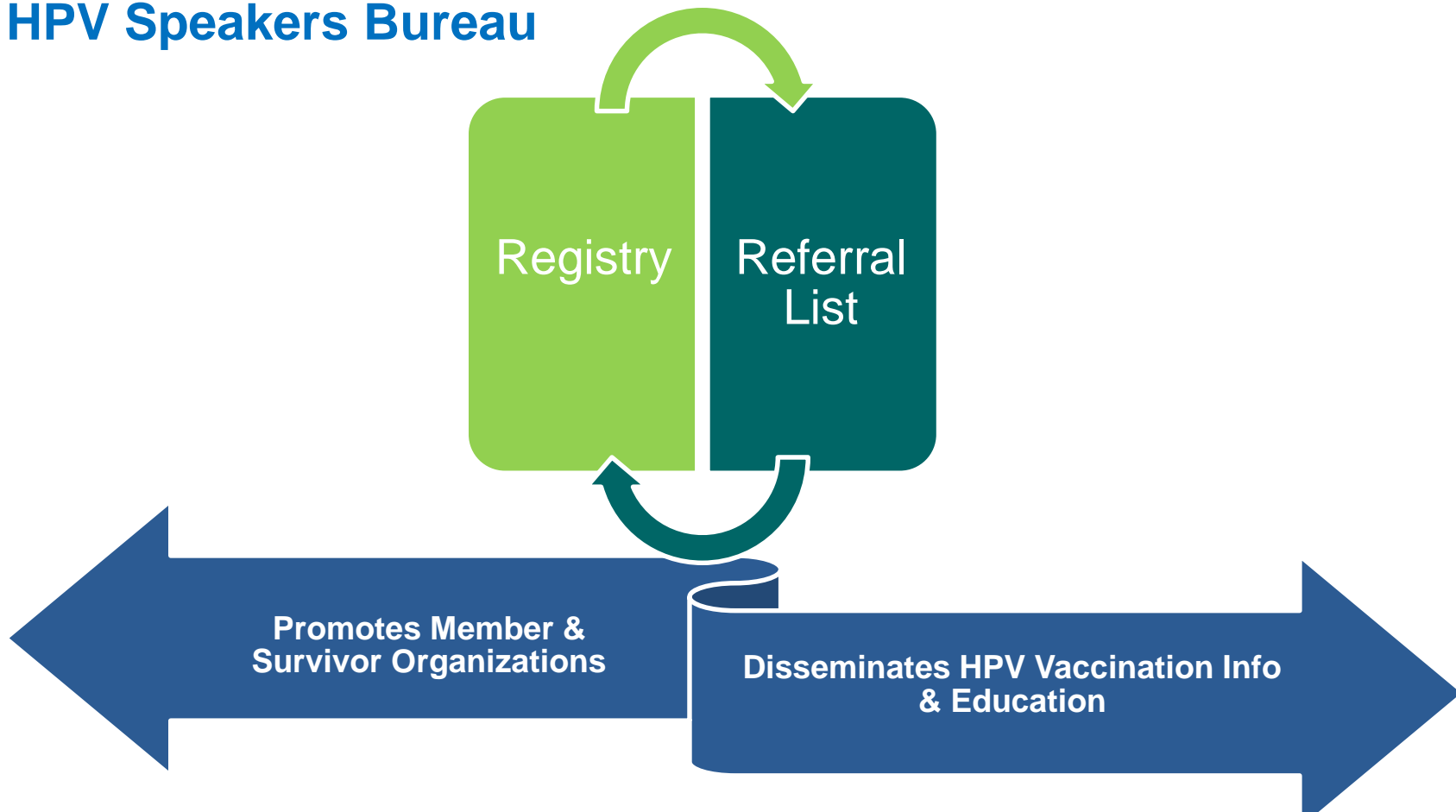
Atlanta, Georgia

February 28, 2018

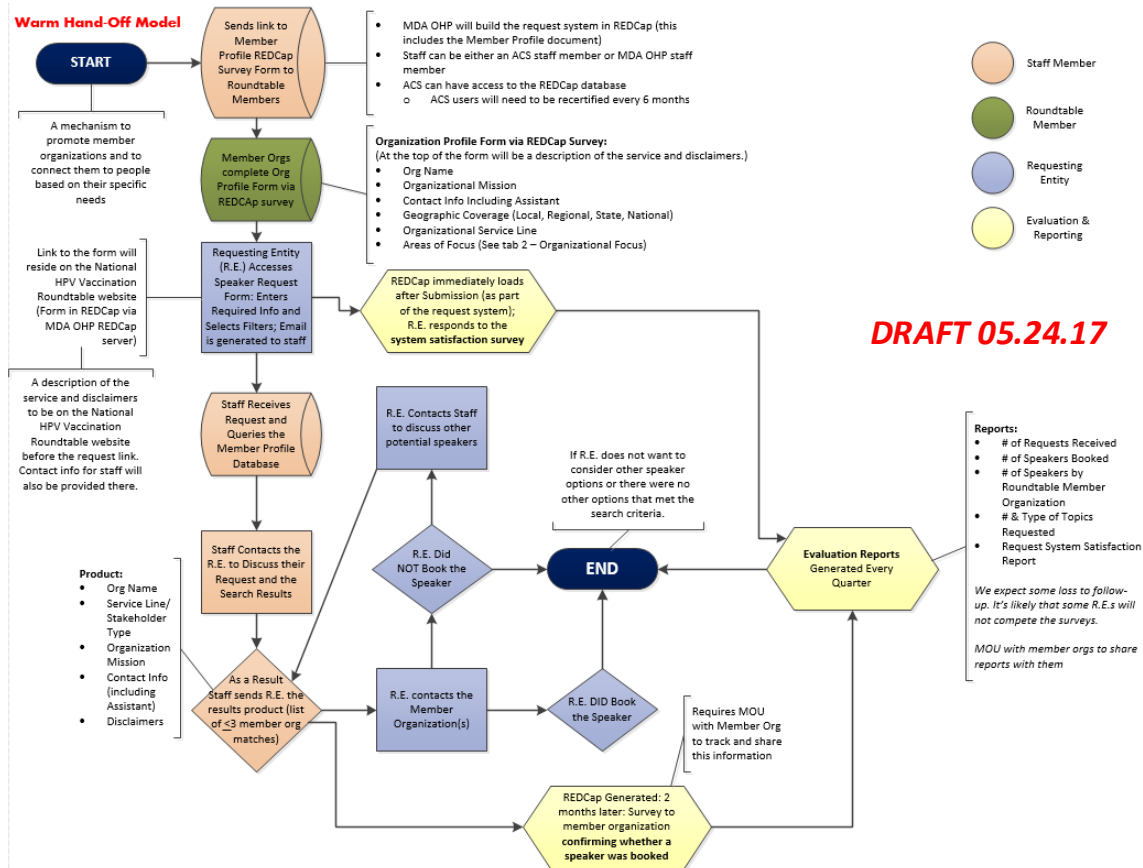
## Project Background



## HPV Speakers Bureau



# Development and Process Map



## Populating the Registry

**Please complete this step  
no later than  
Friday, March 2<sup>nd</sup>.**



Email invitation with link  
from Carolyn Bernard  
(MD Anderson)

Complete  
Organizational Profile  
via REDCap

HPV Speakers Bureau  
Database

<https://redcap.mdanderson.org/surveys/?s=Ryj5RUUpBPc>

# Your Invitation to Join the Registry

## Email from Carolyn Bernard



Tue 2/20/2018 3:09 PM

cbernard@mdanderson.org

Invitation to Enroll in the National HPV Speakers Bureau Registry

To: Bello, Rosalind S

Follow up. Start by Tuesday, February 20, 2018. Due by Tuesday, February 20, 2018.

Dear Rosalind Bello,

Your organization is invited to enroll in the HPV Speakers Bureau. The National HPV Vaccination Roundtable has partnered with The Office of Health Policy team at MD Anderson Cancer Center to build a new national resource—the HPV Speakers Bureau—that will be featured on the new Roundtable website at <https://hpvroundtable.org/speakersbureau/>. Please use the link, below, to complete your organization's Member Profile.

In order to access the profile form, you will be required to enter your e-mail address. If this e-mail was forwarded to you, you must use the original recipient's e-mail address ([RSBello@mdanderson.org](mailto:RSBello@mdanderson.org)). You may return and edit your profile at any time using this same procedure.

For more information, contact Cindy Shursen at [cshursen@mdanderson.org](mailto:cshursen@mdanderson.org) or 713-563-2462, or Rosalind Bello at [rsbello@mdanderson.org](mailto:rsbello@mdanderson.org) or 713-792-1066. For technical assistance, contact Carolyn Bernard at [cbernard@mdanderson.org](mailto:cbernard@mdanderson.org) or 713-745-8381.

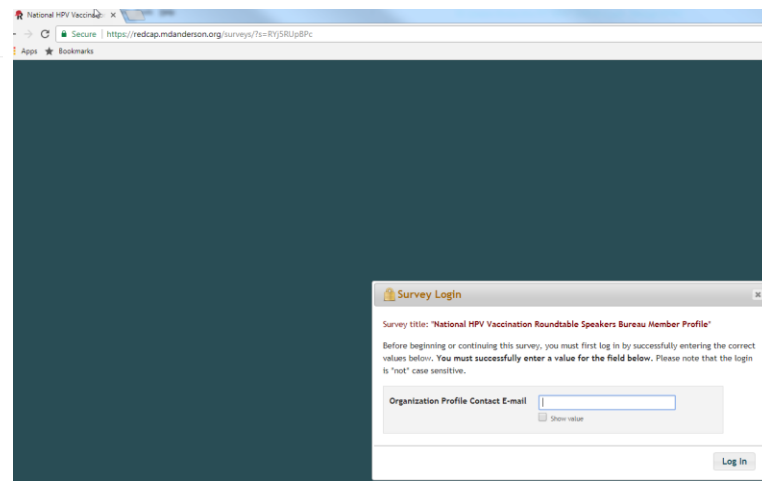
We appreciate your assistance.



You may open the survey in your web browser by clicking the link below:  
[National HPV Vaccination Roundtable Speakers Bureau Member Profile](https://redcap.mdanderson.org/surveys/?s=RYj5RUUpBPc)

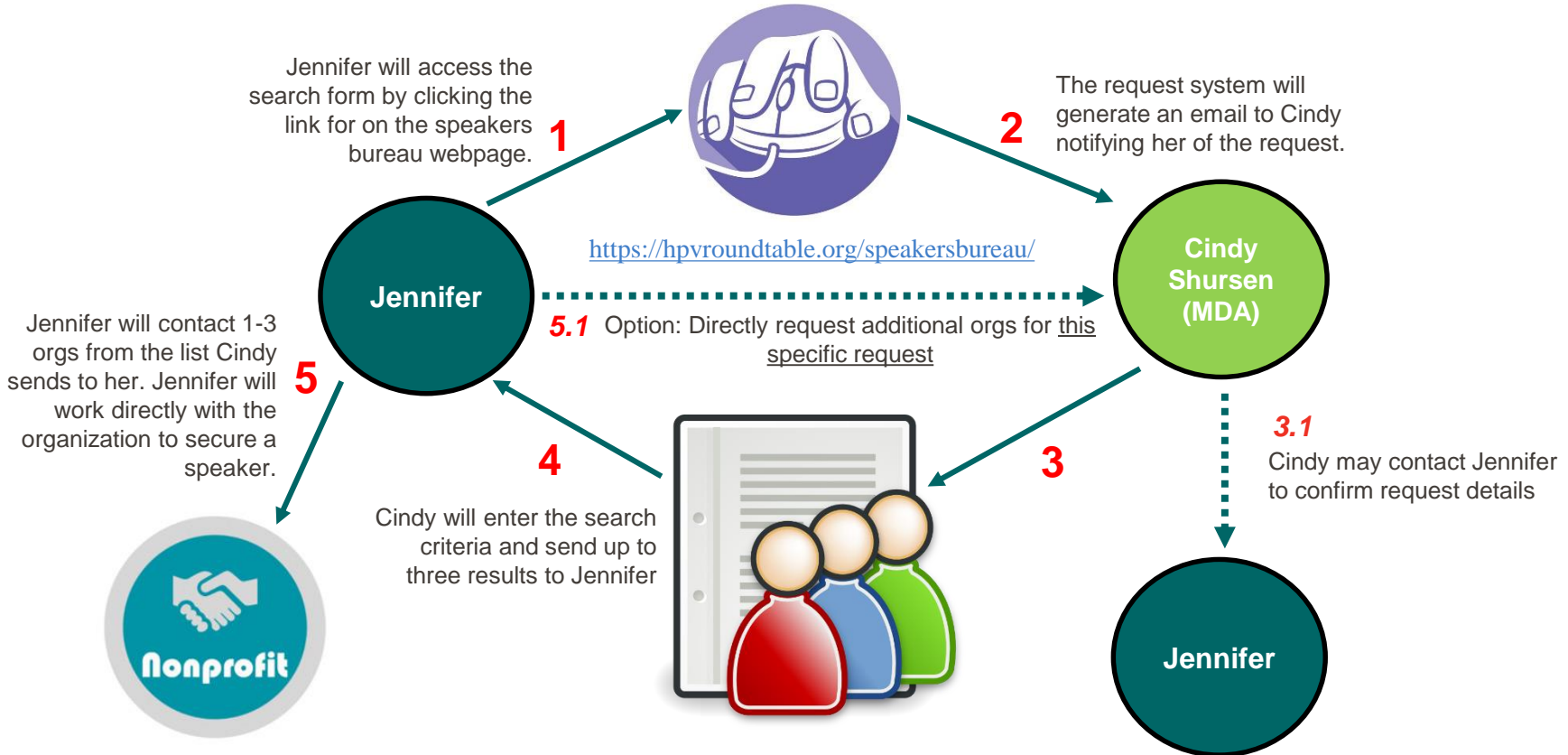
If the link above does not work, try copying the link below into your web browser:  
<https://redcap.mdanderson.org/surveys/?s=RYj5RUUpBPc>

This link is unique to you and should not be forwarded to others.



<https://redcap.mdanderson.org/surveys/?s=RYj5RUUpBPc>  
(This is a test link.)

# Jennifer is Looking for a Speaker



# Accessing the Request System

<https://hpvroundtable.org/speakersbureau/>



*(This is a test link.)*  
<https://redcap.mdanderson.org/surveys/?s=YYP9LY8KA3>

The screenshot shows the homepage of the HPV Speakers Bureau. At the top left is the logo for the National HPV Vaccination Roundtable. Below it is a navigation menu with links for 'About', 'Resource Library', 'Member Information', 'Task Groups', and 'Get Involved'. A search bar is located to the right of the navigation menu. The main heading is 'HPV Speakers Bureau' in a large, bold font. Below the heading is a photograph of a diverse group of smiling people. In the bottom left corner, there is a logo for 'THE UNIVERSITY OF TEXAS MD Anderson Cancer Center' with the tagline 'Making Cancer History®'. To the right of the logo, there is a section titled 'Are you looking for a speaker for your event?' followed by a paragraph of text explaining the bureau's role as a registry and referral resource for organizations offering speakers on a variety of HPV topics.

The screenshot shows the 'Request a Speaker' form. The form is titled 'Request a Speaker from the HPV Vaccination Roundtable Speakers Bureau'. It includes a paragraph of instructions: 'Please complete the following information regarding your speaker request. Staff will use this information to identify up to three member organizations that may be able to provide a speaker matching your criteria. You may scroll down and click on the "Save & Return Later" button at any time. You will be given a code that you will be required to enter when you return to complete your request. Please write down or otherwise save your code.' Below this, there is contact information for Cindy Shursen and Rosalind Bello. The form is divided into two main sections: 'Requesting Organization Contact Information' and 'Event Information'. The 'Requesting Organization Contact Information' section contains several input fields: 'Organization/Group Name', 'Contact Name', 'Contact Position', 'Contact E-mail', 'Contact Phone', and 'Contact's Administrative Assistant (if applicable)'. Each field has a red asterisk and the text '\* must provide value' below it. The 'Event Information' section contains two input fields: 'Event Name' and 'Event Description'.



## Services include....

- Free tech support
- Free consultative services, aka the ‘warm hand off’ from Cindy
- Free listing in the database
- Free usage reports
- Tracking of utility reported by requestors

## The fine print....

- We don’t match requests to speakers...organizations do
- We don’t screen speakers
- We don’t pay or negotiate travel costs, fees, or honoraria for speakers

# Monitoring and Evaluation

## Request System Survey: 2 Part Survey

1. Request System Satisfaction: Brief survey link will be on the screen immediately after each request is submitted
2. Confirming if a speaker was booked: 2 months after each request is submitted

## Evaluation Report: Generated quarterly for the Roundtable

- # of requests received
- # of requests fulfilled
- # of speakers booked
- # of speakers booked by registered organization
- # and type of topics requested
- Request System Satisfaction report

## Special thanks to:

### The University of Texas MD Anderson Cancer Center

- Lois Ramondetta, M.D., Professor, Gynecologic Oncology and Reproductive Medicine
- Lewis Foxhall, M.D. Vice President, Health Policy, Senior Vice President & Chief Clinical Officer's Office
- Carolyn Bernard, CPHIMS, Sr. Systems Analyst, Office of Health Policy
- Cindy Shursen, M.A., Program Manager, Office of Health Policy

### American Cancer Society

- Jennifer Nkonga, M.S., Director, HPV Vaccination Roundtable, Health Systems & Provider Engagement, American Cancer Society

# Questions?

**THANK YOU!**

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