

AVAC

Global Advocacy for HIV Prevention

GPP Online Training Course **Orientation & Syllabus**

13 September– 13 December 2016



Good Participatory Practice Tools



Welcome to the GPP Online Training Course!

Please review the following content carefully. If you have any questions or need assistance, contact the course instructors at gpponlinecourse@gmail.com.

Summary

This 14-week course aims to support trial site staff and key advocates in understanding the Good Participatory Practice Guidelines for biomedical HIV prevention research and its implications in the clinical trial context. This course features dynamic learning content, case studies, online discussions, work assignments, and 10 interactive modules, each focused on a unique component of GPP.

There are two learning track options offered in this course:

Track A offers the most comprehensive training option, aimed at those directly responsible for the implementation of GPP for a research team. All learners who complete the requirements for Track A will receive a GPP Online Course Implementer Certificate. Note: We highly recommend this track for anyone directly responsible for GPP implementation at trial site level.

Track A requirements include:

- 10 online learning modules (self-guided, to be completed weekly)
- 10 written work assignments
- Participation in the discussion forum every week
- Final course evaluation
- Requires approximately 5-7 hours/week

Track B is designed to provide learners who desire an understanding of foundational GPP concepts but may not be directly responsible for GPP implementation in their setting. All learners who complete the requirements for Track B will receive a GPP Online Course Learner Certificate.

Track B requirements include:

- 10 online learning modules (same as Track A)
- 5 written work assignments, including a final GPP action plan
- Participation in the discussion forum (7/10 weeks required)
- Final course evaluation
- Requires 1-3 hours/week

Course Schedule*

Dates	Title
13– 20 Sept	Lesson 1: Importance of Good Participatory Practice Webinar: Course Orientation: Sept 13 th and 15 th at 10am EST <ul style="list-style-type: none"> • Baseline assessment survey
20– 27 Sept	Lesson 2: GPP Scope and Structure <ul style="list-style-type: none"> • Individual check-in's with learners (optional)
27 Sept– 04 Oct	Lesson 3: Formative Research Activities Webinar: A Spotlight on M&E: Oct 4 th , 5 th , 6 th at 10am EST
04 –18 Oct	Lesson 4: Stakeholder Advisory Mechanisms, and Engagement and Education Plans
18 –25 Oct	Lesson 5: Communications and Issues Management Plans Webinar: TBD
25 Oct –01 Nov	Lesson 6: Site Selection, Protocol Development, and Informed Consent
01 – 15 Nov	Lesson 7: Standard of Prevention & Access to Care and Treatment Webinar: Make em SMART-er: Nov 1 st , 2 nd , 3 rd at 10am EST
15 – 22 Nov	Lesson 8: Non HIV-Related Care & Trial-Related Harms
22 – 29 Nov	Lesson 9: Trial Accrual, Follow-Up, and Exit
29 Nov – 13 Dec	Lesson 10: Trial Closure and Results Dissemination, and Post-Trial Access Webinar: Bringing It All Together (TBD) <ul style="list-style-type: none"> • Individual check-in's (optional) • Knowledge assessment • Course evaluation survey

Note that webinar dates may change and will be confirmed at least one week prior to the discussion

Overview of Course Components

Each lesson consists of an interactive module, knowledge check, discussion forum, and work assignment. As indicated on page 1, components may be slightly different depending on the course track selected.



Interactive Module

All learners will review an interactive module that includes animations, case studies, practice activities, and more. Each interactive module will take approximately 30 minutes to complete.



Knowledge Check

After completing the interactive module, learners will complete a brief knowledge check to assess their knowledge of the content covered. Learners will be directed to a relevant page in the interactive module for any questions missed. Knowledge checks are not graded and can be repeated as need. Each knowledge check will take approximately 20 minutes to complete.



Discussion Forum

A discussion question will be posted in the forum each week. Learners will post a response to each question, and then review and respond to at least one other learner's comment. Posting in the discussion forum will take approximately 20-30 minutes each week. Learners are also encouraged to create new topics in the discussion forum that relate to the course content. Learners who are interested can also moderate the topic thread they create on the forum.



Work Assignment

Most lessons have work assignments that relate directly to the application of GPP in the learner's context. **Track A** learners will complete one written assignment per lesson (a total of 10 assignments), which require between 1-3 hours of time. **Track B** learners will complete a total of five assignments, ranging between 30 minutes- 1.5 hours.



Final Evaluation

The final evaluation survey will probe learners' reactions to the course as well as test learners' knowledge of core GPP content.



Course Certificate

Certificates will be available for download from the Learning Management System upon completion of all requirements

- Track A learners will receive a GPP Implementer's certificate
- Track B will receive a Course Completion certificate

Learning Management System

The GPP Online Training Course is hosted on the Center for Learning and Innovation's Learning Management System website: learnsfdph

Viewing Modules Online on an iPad or Desktop/Laptop Computer

- If you will be connected to the internet while using a laptop computer or iPad, you can download the online version of the modules. View them as usual through the LMS.
- The interactive modules may take several minutes to load depending on your connection speed. If you have trouble loading modules, please contact Anne Schley at gpponlinecourse@gmail.com.

Viewing Modules Offline on an iPad or Desktop/Laptop Computer

We have configured the modules so that they can also be downloaded and then viewed offline on an iPad or on your computer.

- You must be online and logged onto the LMS in order to initially download modules for offline use on an iPad or computer.
- Hyperlinks embedded in the modules will not work if your device is not connected to the internet.

- Resources and PDFs cannot be viewed directly from the module on an iPad. Please download these materials on each lesson page before viewing the module offline. You can then refer to the resources when prompted by the interactive module.

Follow these steps for offline downloading:

iPad:

1. While on your iPad and connected to the internet, go to the desired lesson page on the LMS and click on the iPad link.
2. You will be prompted to install Articulate Mobile Player; please install.
3. While in Articulate Mobile Player, click on the module and select “Yes” under “View Offline”.
4. Wait for the module to download.
5. View the module while offline.
6. Repeat this process with as many modules as you would like. You only need to install Articulate Mobile Player once.

Desktop/laptop computer:

1. While on your desktop or laptop computer, go to the desired lesson page on the LMS and click on the desktop/laptop link.
2. Allow the zip file to download and unzip. Be sure that you have the appropriate software on your computer to unzip zip files. Some computers come with this functionality and unzip zip files automatically.
3. Open the unzipped file and click on Launch_Story.
4. A pop up box called “Compressed Zipped Files” will appear suggesting that you extract all files. Click “Extract All”.
5. Another pop up box called “Extract Compressed Folder” will appear allowing you select where to save the extracted files. Click “Browse” and pick a destination. Click “Extract”.
6. Allow the files to download.
7. This folder will open in the folder you saved it.
8. Click on “Launch_Story”.
9. This will open the module in a new window. Review the module.
10. Refer to this folder if you want to review the module again later, and simply repeat steps 7-9.

Other Technical Considerations

Modules For the best experience when viewing the interactive modules online through the LMS, we recommend the following:

- Chrome 33.0 or later or Internet Explorer 9.0–11.0 as your browser
- Windows XP or better for the operating system
- Screen resolution of at least 1024 by 768
- Internet speed of at least 512 kilobytes per second download bit rate
- Flash Player 10 or better

LMS The LMS can be used on any device. For an optimal experience, we recommend the latest versions of Chrome or Firefox as your browser, a screen resolution of at least 1024 by 768, and an internet speed of at least 512 kilobytes per second download bit rate