

CART Assessment Training Guide

- ❖ Initial Protocol Review with staff
- ❖ Site PI expectations
- ❖ Staff Safety guide
- ❖ Screening/scheduling leads
 - How are they identifying leads?
 - Screening call template?
 - How are they scheduling Baseline visit with assessor?
 - Send recruitment presentation
- ❖ Consenting
 - Send consent form, and give video example of consenting process
 - Review appropriate consent process for CART
 - Have them consent us for final okay.
 - Rubric for consent
- ❖ Administering CART forms
 - Introduce the forms
 - Send them the form packets with video of visit
- ❖ REDCap
 - If staff has not worked with RedCap before, have them complete Basics class
 - Show them CART project in REDCap and data entry video
 - Have a key for the data they enter for final mock visit
 - RedCap training videos
 - Queries and data verification
 - Definition of cog status
- ❖ Administering and scoring the NP Battery
 - Provide NACC administration and scoring guide
 - Provide MoCA training and video
 - Administer MoCA to Nicole for check off
 - Score MoCA for check off
 - Review administration and scoring of first half of NP
 - Review administration and scoring of second half of NP
 - Send them a practice NP to score / review and send results
 - Have them record a mock NP and score all data for review
 - Each step can be repeated numerous times until assessor is sufficient with administration and scoring

- ❖ Determining eligibility
 - Walk through eligibility form
 - What is their site specific criteria?
 - How are they assessing that criteria?
 - Examples of PI discretion applied to a criteria
 - Ineligibility script

- ❖ BP collection
 - Assess skill level
 - Discuss finding on site resources for training
 - Send Manual Blood Pressure video

- ❖ Entering participant into C3
 - Record video of me entering a participant
 - Watch them enter a participant
 - Console overview guide

- ❖ Administering GDS and GAD-7
 - Review forms and discuss importance of sensitivity and appropriate administration
 - Have them practice in mock visits
 - How will they follow-up if GDS > 5?
 - Brochures/ resources to leave with them
 - When to contact site PI?
 - Appropriate emergency procedures

- ❖ Tech install training
 - Guide and Video
 - In person training
 - Access to slack for troubleshooting
 - Monthly tech meeting

- ❖ Video recording of entire mock visit
 - Have them administer all forms and testing in a mock visit
 - Entire visit needs to be entered into RedCap for review
 - Rubric for completing forms