

## The Global Health Network Research Club Guidance Kit

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## Purpose

This guidance kit is a practical aid to support the planning, delivery and reporting on Research Clubs. It is designed to guide The Global Health Network regional teams and its wider network and communities, including researchers, teachers, students and health professionals, to promote and strengthen scientific and technological research.

## Research Club Overview

A Research Club is an engaging platform for participants to get together and discuss their research projects. As part of the sessions, speakers engaged with research in a variety of different fields may be invited to talk about their projects and experiences.

This is a great way to expose the participants to a wide range of research efforts in different disciplines. These research club sessions are interactive and provide plenty of opportunity for Q&A and discussion amongst the attendees.

It is also a very valuable way to make connections with other researchers, share insight into the status of their research project, and seek any advice or guidance for challenges they have encountered.

## Steps for Organising a Research Club

### Step 1: Identify the needs

Identify the research training needs or gaps that need to be covered in the community through a needs assessment survey or through consultation with target audience or key stakeholders.

### Step 2: Prepare a plan or proposal for organising a Research Club

Planning is crucial for the organisation of a Research Club, since it guarantees clarity regarding the audience, objectives, resources and alignment with the goals of your institution, facilitating its approval and implementation. We provide a standard template to help you outline all the elements necessary to for your planning process.

Note: Preparing a plan or proposal for the Research Club may be a long process and it takes shape over a period and changes to the plan can be made along the way.

### Plan or Proposal Template

1. Name of the Research Club
2. Organising institution/s – include organising partners
3. Primary coordinator or contact person
4. Identify online materials or e learning courses that will be utilised as part of the sessions
5. Objectives of the Research Club – this should clearly state **3-5 learning objectives** of the activity and the knowledge, or skills participants can expect to come away with after the research club

6. Target participants: This can be defined according to the objectives, area of interest, or scope of the Club.
7. Format – Online/in person/hybrid
8. Number of sessions
9. Registration – open access or by invitation
10. Location
11. Equipment needed – computers, screens

**Tips for defining the minimum resources for the Club's operation.**

- ✓ In-person mode: reserve a room and audiovisual resources, always confirm the full address where the meetings will be held, and send reminders about the meeting.
- ✓ Online mode: establish the platform for virtual meetings (e.g., Zoom, Google Meet) and send reminders about the meeting.

12. Schedule – Dates, time and frequency

**Tips for defining the Research Club's format and frequency**

- ✓ For a club with exclusive institutional scope, the in-person format is suggested.
- ✓ For a club with multi-center, provincial, national or regional scope, the online or hybrid format is suggested, depending on the available resources

**Examples**

Critical Nursing Research Club Latin America and the Caribbean

- ✓ Format: online meetings, due to its regional scope.
- ✓ Frequency: monthly

Nursing Research Club School Hospital of Honduras

- ✓ Format: face-to-face meetings, due to its scope limited to the institutional sphere.
- ✓ Frequency: monthly

13. Duration of each session
14. Scope – local/national/regional
15. Number of participants – It would depend on format (online/in person) and the capacity of the venue

16. Certificates of attendance to participants needed – yes/no
17. Chair/Facilitator – including their institution, role, contact and rationale for their participation
18. Session tutor– This could be an expert on the identified topic. Include information on their institution, role, contact and rationale for their participation
19. Cost to participants – Attendance should be free for all participants
20. Tutor participation – Generally there is no remuneration and tutors contribute their time pro bono, they can be compensated for their time in kind or through mechanisms suitable to the organising team
21. Calendar and Agenda: It is suggested that, a 3-month or 6-month calendar with agenda is prepared, as a pilot and then revised according to regular assessments and feedback.

#### **Tips for completing the Club's meeting calendar**

- ✓ Establish the duration of the meetings: do not exceed 2 hours.
- ✓ Set the meetings on a day of the week, depending on the availability of resources and the audience. For example, the first Monday of each month.
- ✓ Set the time of the meetings: according to the availability of resources and the audience.
- ✓ Update the schedule quarterly based on the needs that emerge in the meetings and can be agreed upon with the participants.

#### **Tips for completing the Club meeting schedule**

- ✓ Select the discussion topic for each meeting
- ✓ Choose the moderator for each meeting. For the first meetings, it is suggested that the coordinator be the moderator.

### **Step 3: Obtain institutional approval**

Once you have prepared the proposal for the establishment of the Research Club, it is advisable to meet with the authorities of the institution where you intend to coordinate the Club, to obtain the necessary authorisation. This can be verbal or in writing, depending on the institution's requirements.

### **Step 4: Promoting the Research Club**

Making the club's existence known is an important stage to be considered. This can be done by leveraging the institutional network or contact list to send invitations to potential participants. Additionally, other available communication channels - both internal and external can be utilised including posters, WhatsApp groups, social media networks, newsletters and email invitations.

### Step 5: Pre meeting setup

- Schedule the meetings
- Set up the venue or online meeting including registration link, registration questions, follow up or feedback surveys, polls or breakout rooms, etc.
- Prepare the agenda for each meeting along with any necessary support material to guide the discussion. Remember to confirm the availability of moderators and/or facilitators.
- Organise a practice session with the facilitators and tutors, testing technical setup, going over the agenda, role guidance, etc.
- Send a reminder 48 or 24 hours before each meeting.

### Step 6: Register participants

Get the participants registered using an online or paper form with the necessary registration questions to document participation. The registration must include pre-sessions questions so that the impact of the research club can be measured utilising the pre-post questionnaires

#### Example questions for registration

1. Name
2. Email address
3. Country
4. Organisation
5. Job title
6. The Global Health Network and partners would like to share updates, events, services and opportunities which may be of interest to you. Do you consent to your details being shared for these purposes? Yes, No
7. We would like to contact you in the future to follow up about the impact of the work across The Global Health Network. Do you provide your consent to be contacted? Yes, No

## Step 7: Conduct the meetings

Facilitate the Research Club meetings according to the outline and learning program developed, and include impact measurement plans in it

### Tips for conducting the meeting:

- ✓ Start the meeting on time.
- ✓ Begin the meeting with the moderator's introduction.
- ✓ Continue with the established agenda.
- ✓ Facilitate open discussion among participants.
- ✓ Take notes during the discussion to prepare the minutes.
- ✓ Complete the attendance list.
- ✓ Respect the meeting's end time.

## Step 8: Post Meeting

After each meeting, compile the notes and the list of participants to prepare the minutes, in a way that allows you to organise the information of each meeting.

It is recommended to circulate the minutes among the participants, either by email, or a shared drive, so that everyone can analyse the recorded information and prepare and/or improve future meetings.

Monitoring the meetings is essential for showcasing the activities carried out by the Research Club.

## Measuring Results and Impact

### Suggested KPI's for Research Club

Activities under Objective 1	Key Performance Indicators		
	Process Indicators	Outcome Indicators	Impact Indicators
<b>Research Club</b>	# of research club sessions held yearly	# of people with improved knowledge of the topic following the	# of participants who have applied

	<p># of participants in each session</p> <p># of topics in a year covered by the research club</p> <p># of people satisfied by the content of the research club</p>	<p>research club sessions</p>	<p>gained knowledge in their work</p>

Here are a few examples of how to collect information on the above metrics:

### **1. Feedback form**

If you would like to gather feedback from the participants for a research club, here is the example set of questions that can be utilised.

Example feedback form questions:

1. Full name
2. Email
3. Your current role
4. Name of organisation
5. Country
6. Why did you attend this Research Club?
7. The Research Club was a good fit for my needs – Yes, No
8. The concepts and skills covered were explained well – Yes, No
9. Are you aiming to publish any materials (studies, guidelines, toolkits, etc) relevant to the topic covered in the Research Club? Yes, No
10. Will you be applying the knowledge gained from the Research Club in the work you are doing? Yes, No
11. Please explain your response above

12. What were the key takeaways for you from the sessions, anything that struck you or that you found most interesting?

## **2. Pre-post questionnaire**

A pre-post questionnaire is a tool used to measure the impact of a Research Club by assessing participants' knowledge, skills, and attitudes before and after attending the Research Club meetings. The pre- questionnaire establishes a baseline, while the post- questionnaire evaluates any changes, helping to quantify the effectiveness of the activity. This method is important as it provides concrete data on the Research Club's impact, identifies areas for improvement, and ensures that the objectives of the Research Club are being met.

Here is an example question for a pre-post questionnaire

1. On a scale of 1-5, how confident are you in the topics covered in this Research Club? (1 = Not confident, 5 = Very confident)

## **3. Follow up questionnaire**

A 6-month follow-up questionnaire can be used to measure the long-term impact of a Research Club by assessing how well participants have retained and applied the knowledge and skills gained. This questionnaire evaluates the lasting effects of the meetings and the sustained benefits and improvements in participants' practice or projects.

Here are example questions for a follow up questionnaire:

1. I believe that I learned new information/skills during the Research Club meetings. (Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree)
2. Please explain your answer
3. The skills I gained in the Research Club has been useful for my work (Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree)
4. The information I gained in the Research Club has been useful for my work (Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree)
5. I have noticed improvements/positive changes in my performance/produced work as a result of the Research Club (Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree)
6. Please explain your answer
7. I have applied the knowledge/skills gained from the Research Club in my work (Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree)
8. Please explain your answer



9. Are there any specific examples of how the Research Club has helped you in your work? (if they choose any of the first two options).
10. Are you working to publish any materials that are relevant to the topic covered by the Research Club? \*\* Follow up on this previous question (Yes, No, Not sure)
11. What is the type of work you want to publish? (if the answer is yes)
12. What is the tentative timeline until publication?
13. Do you consent to be contacted again by The Global Health Network to follow up regarding your progress in publishing your work?
14. Are there any collaborations that have emerged as a result of participating in the Research Club? (Yes, No, Not sure)
15. Please describe them (if they choose yes)

## Reporting

### 1. Reporting on the Regional Activity Tracker

The Regional Activity Tracker is designed to collect and track key information from research capacity strengthening activities. The information will be compiled to produce a Regional Activity Dashboard accessible and published on the TGHN Regional Knowledge Hubs to help The Global Health Network collaborators to stay informed of the ongoing and implemented activities in the regions. This information will further factor into The Global Health Network's impact metrics and progress evaluation.

Link to Regional Activity Tracker form: coming soon

### 2. Reporting on the TGHN Knowledge Hub

All regional activities should be reported on the relevant knowledge hub on the TGHN online platform using information on:

- Activity summary including location, background, aims and objectives
- Activity poster for comms and dissemination
- Activity programme or agenda
- Activity recording, if available
- Learnings from the activity and key takeaways