Admin System Manual

Best Practice Cultural Competence

Xavier University of Louisiana

College of Pharmacy

Best Practices Cultural Competence

Educational Interventions on Culturally Competent Healthcare:
A Systematic Review of the Rationale, Content, Teaching Methods, and Measures of Effectiveness

This review will address the general question of what are the best evidence-based educational interventions to improve current and future healthcare professionals ability to provide culturally competent healthcare for patients of different races/ethnicities, origins/ancestries, and cultures

Log In

EMAIL

PASSWORD

Login   Reset Password

IglooNation Tech, LLC

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TECHARTISTRY DEVELOPMENT & CONSULTING FIRM

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Home

Login

To login to the system, use your email address and assigned initial password in the login form on the Home Page. The initial password is "Xavier01".

Reset Password

To reset your password, enter your email address in the login form on the Home Page and press "Reset Password". An email will be sent to your email address with your new assigned password.

Recommendation: KEEP this email or you will constantly have to reset your password if you forget it.

Reviewers

Reviewers

The Reviewers Panel permits the admin to view and manage each reviewer. In this panel the admin have access to the following features

1. View, Update, and Disable an existing reviewer
2. View articles assigned to reviewers and view assigned teams
3. Register a new reviewer

View, Update, and Disable an Existing Reviewer

When a reviewer is disabled, she will not be able to login nor conduct any activity within the account. Once the reviewer is disabled, their articles will need to be reassigned to other reviewers.

Register a new reviewer

To register a new reviewer, click the "Register NEW Reviewer" link in the upper right of the reviewers table. The reviewer's first name, last name and email are the only required fields. The team and admin team fields are only used to assign a reviewer to a team or admin team.

IMPORTANT NOTE: Only assign a reviewer to a team if that individual will review articles. DO NOT assign a reviewer to teams if they are ONLY uploading articles.

Articles

Articles

The Articles Panel permits the admin to view the stages of completion per article and manage articles. In this panel the admin have access to the following features

1. Reassign articles to another reviewer
2. View/Edit the Study Inventory
3. Export the five primary phases' tables in the database to excel.

Reassign Articles to another Reviewer

To reassign articles to another review, the admin must enter the "Articles" portal. Each article displays the list of reviewers assigned to it and a 'Reassign' link. Once clicked, the admin is redirected to a form with a list of reviewers in the code's team. The admin can select from a drop down menu to whom the article will be reassigned. Once selected all of the reviewer's contribution to that article will be permanently deleted and the article will be assigned to the new reviewer.

View/Edit the Study Inventory

An admin can edit and view the Study Inventory simultaneously. The code nor the article submission can NOT be changed.

Export to Excel

The Export to Excel Panel permits an admin to export the database tables of the 5 primary phases of an article:

    i.   Study Inventory

    ii.   Article Screen Checklist

    iii.   Data Extraction

    iv.   QUESTS Appraisal

    v.   Kirkpatrick Rating.

Once one of the links are clicked, an excel sheet with the content of that phase will be downloaded. If a screen displays such as the one below click "Yes".
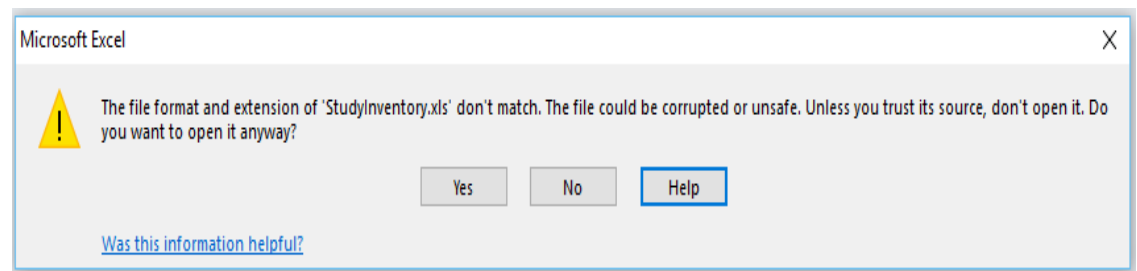
Article Screen Checklist

Article Screen Checklist

The Article Screen Checklist Panel permits the admin to view all articles, included, excluded and flag articles. There are four panels within the Article Screen Checklist: All, Include, Exclude and Flag. The All, Include, and Exclude panel displays the study, title, reviewers assigned to those articles and the ability to view/edit their responses. The Flag panel permits a reviewer to assign a third reviewer to an article screen checklist.

Admin Article Menu

All   Include   Exclude   Flag

Flag Articles

Once a reviewer submits the third screen checklist for the article, if their response was include or exclude, the admin must change each of the "Decisions" to all include or exclude for the article to proceed to the Data Extraction phase.

Data Extraction

Data Extraction

The Data Extraction phase permits an admin to view and edit Data Extractions, view
the reviewers assigned and the reviewer that submitted the extraction.

Article Data Extractions

Study Code	Title	View Data Extraction	Edit Data Extraction	Reviewers Names	Reviewer Name Submission
CREO-002	Cultural Competence and Medical Education: Many Names, Many Perspectives, One Goal	◉	✎	Lakesha Butler Andrea Cherrington	Andrea Cherrington
CREO-001	Cross-cultural Medical Education: Conceptual Approaches and Frameworks for Evaluation	◉	✎	Aleda Chen Nicole Redmond	Nicole Redmond

QUESTS Appraisal

QUESTS Appraisal

The QUESTS Appraisal phase permits an admin to view the articles' data extraction, download rubric, view and edit the reviewers' appraisal and score. If the reviewer has not submitted their appraisal it will be displayed.

Article QUESTS Appraisals

Study Code	Title	View Data Extraction	Download Rubric	Reviewer 1	Reviewer 2
CREO-001	Cross-cultural Medical Education: Conceptual Approaches and Frameworks for Evaluation	⟳	⬇	Aleda Chen ◉ View	✎ Edit Score -- 12	Not submitted Yet
CREO-002	Cultural Competence and Medical Education: Many Names, Many Perspectives, One Goal	⟳	⬇	Not submitted Yet	Andrea Cherrington ◉ View	✎ Edit Score -- 10

Kirkpatrick Rating

Kirkpatrick Rating

The Kirkpatrick Rating phase permits an admin to view the Study Inventory, download the Rating Rubric, view and edit the reviewers Kirkpatrick Rating.

Articles Kirkpatrick Rating

Study Code	Title	Inventory	Download Rating Rubric	Reviewer 1 Rating	Reviewer 2 Rating	Reviewer 3 Rating
CREO-001	Cross-cultural Medical Education: Conceptual Approaches and Frameworks for Evaluation	⦿	⬇	Aleda Chen ⊙ View | ✎ Edit	Nicole Redmond Not Submitted Yet	
CREO-002	Cultural Competence and Medical Education: Many Names, Many Perspectives, One Goal	⦿	⬇	Lakesha Butler Not Submitted Yet	Andrea Cherrington ⊙ View | ✎ Edit	