

Delegating data entry



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A strategy to increase recruitment capacity

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The Challenge

Research Officers & Research Nurses were spending a significant amount of time entering research data, decreasing their capacity to recruit.



The Solution

Appropriate studies were identified for Research Administrators to complete data entry. Research officers/nurses provided study specific data entry training and were responsible for the oversight of Research Administrator data entry tasks.

Objectives:

- Criteria developed to assess the appropriateness of studies delegated to the research administration team, for example, data which does not require clinical interpretation.
- Research Administrators to contribute to data entry requirements and rolled out across workforce.
- Support the Research Officer & Research Nurse to increase capacity for recruitment
- Research Officers and Research Nurses delegate and oversee this work
- Audits undertaken to monitor the quality of data entry
- Research Administrators attend data management training course

Results:

- Delegating data entry will contribute to the professional development of the Research Administrator and enhance their role, providing them with additional skills and improving their knowledge and expertise.
- Delegating data entry tasks to Research Administrators has given additional capacity to research officers/nurses to increase recruitment and improve the delivery of high quality research.
- The data entry role has been successfully implemented into the Research Administrator's role and the quality of data entry monitored by regular audits.

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