

HEALTH EDUCATION

Module 5

Health Education at Site CAB Meetings

Many site CABs spend a great deal of time reviewing health education materials during site CAB meetings. Common health education topics include (but are not limited to):

- Clinical research;
- HIV/AIDS research and news;
- Substance use and HIV;
- Parenting and HIV;
- Safe sex practices;
- Living healthy with HIV;
- Healthcare;
- Scholarships; and
- HIV/AIDS 101.



See page 51 for general site CAB meeting topic suggestions.

Time Spent on Health Education during Site CAB Meetings

Most site CABs review health education materials at every meeting, but some CABs choose to feature health education topics just a few times a year. The amount of time spent reviewing health education resources depends on the needs of the group and the site CAB's overall meeting goals. Several site CABs try to spend approximately 10-15 minutes of the meeting reviewing health educational materials.

HEALTH EDUCATION

Module 5

One site CAB varies the amount of time spent on health education materials based on the specific topic. If a topic cannot be completely reviewed during the meeting, then the topic review is continued at the next CAB meeting. Talk to your site's CAB members about their preferences for time spent reviewing health education materials.

Think about how to pick health education topics for site CAB meetings. It may be helpful to have a pool of topics to choose from. Some topics may be addressed when a relevant news article or research summary about the topic has been released. One site CAB picks topics for all of the next year's meetings during their December meeting. Consider asking site CAB members to volunteer topics during a meeting. Let CAB members know ahead of time that you will be brainstorming health education topics for future meetings so they can prepare and collect their thoughts and ideas.

Another way to brainstorm health education topics for future meetings is to keep a suggestion box available during meetings. Allow five minutes at the end of the meeting for CAB members to reflect on what they've learned and suggest topics for future meetings.

Keep in mind that some CABs discuss health education topics in a less structured way (for instance, relevant issues come up throughout the year that were not previously planned for a future CAB meeting). There may be news articles, press releases, and/or research summaries of interest that are released throughout the year. Consider asking CAB Leadership or the CAB Liaison to look out for health education developments (see page 45 for more information on HIV/AIDS news and events for site CAB meetings).

HEALTH EDUCATION

Module 5

Types of Health Education Information

There are many different ways to review health education topics. Site CABs review the following types of resources when they discuss health education topics:

- Presentations
- Website links
- Books
- Press releases
- Magazines
- Local and national HIV publications
- Study websites
- Study-wide CAB conference calls.

Most site CAB members have stated that they are most engaged when learning from a presentation and/or guest speaker. Presentations are very helpful for reviewing health education topics because they keep the CAB engaged both visually and through listening.

Since not all CAB members may review written material at the same reading level, it can be helpful to consider presenting material in a PowerPoint or similar visual presentation to accommodate all members. This may also be something to consider when distributing materials to read before a presentation.

One site suggests using a variety of media to connect CAB members with health education resources. This site suggests reviewing research study websites and training materials, relevant news articles, new studies, and YouTube video clips about current news and research-related topics. The site recommends spending no longer than 40 minutes reviewing health education resources at one time, as interest fades over longer lengths of time. Talk with site CAB members about their preferences for time spent reviewing health education materials, and preferences for types of information.

HEALTH EDUCATION

Module 5



Some study websites, like the PHACS website, provide helpful information about general and study-specific research. The public PHACS website provides users with health education and study-specific information and resources. PHACS Researchers and CAB members can create their own account and have access to more information behind the login.

You may visit the public PHACS website, or create an account if you are a PHACS CAB member at: <http://phacsstudy.org>. *Note for PHACS CAB members: Another way to discuss health education and research summaries will be to use the brand new website discussion forum!*

Many site CABs feature updates from representatives who serve on study-wide (i.e., PHACS or IMPAACT) CABs during site CAB meetings. In addition to general updates, consider asking study-wide CAB representatives to review the most recent study-wide CAB conference call agenda. Study-wide CAB call topics might spark ideas for health educational topics to review during future site CAB meetings.

HEALTH EDUCATION

Module 5

Research Summaries

Research summaries, also called “participant summaries” or “lay summaries,” are short articles that outline study findings. These summaries are typically written in plain language for non-medical professionals. In research studies, these summaries are often written for and distributed to study participants and their families. Research summaries are typically distributed at the same time as the release of a published study paper or abstract.



Research summaries can be helpful tools for site CABs. They are typically one page in length and describe the study purpose, population, what was done, and results. Reviewing research summaries during CAB meetings can be a helpful way for a site CAB to learn about recently published studies.

Most site CAB members receive research summaries and related materials during site CAB meetings. Other CAB members receive summaries by email and even by regular mail. However, keep in mind that not all CAB members may feel comfortable receiving research summaries or any study-related or HIV-related materials at home. Check with CAB members about preferences for receiving research summaries.

Since many CAB members indicate that they prefer to review health education materials and resources in presentations during CAB meetings, consider asking CAB Liaisons, CAB Leadership, and/or study staff to present participant summaries to the CAB.

HEALTH EDUCATION

Module 5

Many site CABs recommend inviting the site's Principal Investigator (PI) or Co-Investigator (Co-PI) to present a research summary during a site CAB meeting. Consider asking the PI or Co-PI to present the summary and allow time for questions and discussion. Many sites find that these kinds of discussions are an effective and timely way to share study results.

Just like it may be helpful to provide read-ahead materials of presentations by other guest speakers, also consider asking the site CAB to review research summaries ahead of time. This will allow CAB members to organize questions ahead of time. CAB members can bring their questions to the site CAB meeting and present them to the Principal Investigator.

CAB Member Checklist: Guest Speaker Presentations

- Comments
- Questions
- Contact Information

In many cases, it takes time for people to process information, especially complicated medical research. When scheduling a research summary presenter, consider asking if they are willing to be contacted after the presentation to respond to additional questions/comments. CAB members may benefit from being able to submit questions or comments to the presenter after the presentation. It may be more efficient to select one person to contact the guest speaker with questions/comments. This person can forward CAB members' questions and/or comments to the guest speaker by email, phone, or mail, and share the feedback with the CAB during the next meeting.

HEALTH EDUCATION

Module 5



It may not always be possible to schedule a guest speaker to present a research summary. One alternative is to consider asking your study-wide CAB representative to take notes during a study-wide CAB presentation on a research summary, or to review the meeting minutes. Many study-wide CABs, like the PHACS CAB, review new research summaries during conference calls. Oftentimes, the author presents the summary to the CAB, and participates in a Q&A session following the presentation. The CAB representative can bring their notes, guest speaker presentation from the study-wide CAB call, and/or study-wide CAB minutes to a site CAB meeting. The site CAB can discuss the summary and notes together and compile a list of questions for the site CAB representative to bring to the study-wide CAB Liaison.

In many study-wide CABs, like the PHACS CAB, the study-wide CAB Liaison may be able to contact the presenter/author with questions, or connect the CAB with the presenter/author directly. It may also be a good idea to invite a site staff member to the meeting to clarify any immediate questions or misunderstandings.

HEALTH EDUCATION

Module 5

Another suggestion is to have the site CAB review the research summary before it is presented during the study-wide CAB call. This allows the site CAB representative to bring questions and feedback from their site CAB on the study-wide CAB conference call. Talk to CAB members about their preferences for reviewing research summaries and study-wide CAB conference call presentations.

As mentioned before, some site CAB members may not feel comfortable receiving research summaries or any study-related material at home, via email, or on their mobile devices. In an effort to accommodate all CAB members' preferences for receiving research summaries, one site creates binders for each CAB member that contain all research summaries. These binders are kept at the site and reviewed during site CAB meetings. Be sure to consider confidentiality and privacy rules and regulations when working closely with your site staff and/or CAB members.

One site suggests keeping a booklet or binder at the clinic site that contains all research summaries and press releases. The booklet can be shared with families interested in joining the CAB and learning about new studies.

Another site posts research summaries on a bulletin board that is displayed somewhere in the clinic. This allows site CAB members and potential CAB members to review summaries at their own pace. However, some sites report that this strategy has been relatively unsuccessful since no one looks at the bulletin board. When taking this approach to show information, please make sure you have permission from your site leaders, CAB leaders, and fellow CAB members. Some sites do not post any research-related information. Some sites post contact information for a site staff or CAB member who is willing to answer any questions about research-related materials.