

PRMC Member Workload Survey After Charter Alignment With NCI Requirements

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1. Background

The University of Cincinnati Cancer Center (UCCC) in 2019 revised its protocol review and monitoring committee (PRMC) charter to optimize the review process of the UCCC PRMC and to align with best practices from existing NCI-Designated Cancer Centers. Critically, the charter was updated to create an expedited administrative review process. In 2022, a survey of PRMC members was taken to obtain insights into the impacts of these changes on members' workloads and PRMC experience.

2. Goals

An anonymous survey was developed in REDCap by the PRMC chair and clinical trials office. The intent was primarily to obtain member's self-reported average time for review completion and member's perceptions of charter updates on their workloads.

3. Solutions and Methods

All 23 current PRMC voting members were provided with a link to the REDCap survey via email one week prior to, and on the day of, the February and March 2022 PRMC meetings. A total of 17 responses were received for a 74 percent response rate.

4. Outcomes

Per the survey, on average a full review takes 67.8, fast-track 48.6, and administrative 45 minutes to complete. There are 753 studies across review types from January 8, 2018 to January 3, 2022 in our dataset (charter change effective May 2019). We took these average review times and multiplied each by the corresponding total number of studies within each review type from pre- and post-change. We normalized these values by dividing by the number of total meetings pre- (16) and post-change (33).

There was a significant time savings of 40 percent (full review) and 35 percent (fast-track) in the average time per PRMC meeting required to complete these reviews across all members. However, 62.5 percent of respondents reported the change had no impact on their own review time; 31 percent reported spending less time; and 6 percent reported spending more time on reviews.

The total number of studies reviewed annually by PRMC were similar (154 in 2018, 123 in 2019, 139 in 2020, 126 in 2021). However, individually, fast-track reviewers experienced an 83-percent increase in the median number of reviews per year and individual full reviewers experienced a 13-percent increase in the median number of reviews per year. Indeed, there were 18 discreet reviewers in 2018 and 2019, 15 in 2020 and 11 in 2021.

5. Lessons Learned and Future Directions

The UCCC PRMC charter changes have aligned UCCC with NCI requirements, while also significantly reducing the workload of members per meeting. However, this time savings has not been experienced by members based on survey responses, which reflect a 39-percent decrease in the number of discreet reviewers since 2018.

Going forward we will use these results to inform how PRMC review assignments are allocated to more

evenly distribute reviews across all members. In addition, UCCC will seek to promote incentives at the departmental level to reward and recognize PRMC service as 41 percent of respondents reported not feeling like their service was recognized by their department at all. We hope that by increasing departmental recognition, and more evenly distributing workload as well as right-sizing the committee, we will increase PRMC member engagement and reduce workload.

Figure:

PRMC Meeting Review Time After Charter Update vs. Reviewer Workload per Year

