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### Institutional Repository Workflow, Project Management, and Outreach in a Remote/Online Library Environment

Daina Dickman

*Providence St. Joseph Health*, [daina.librarian@gmail.com](mailto:daina.librarian@gmail.com)

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# Institutional Repository Workflow, Project Management, and Outreach in a Remote/Online Library Environment

**Daina Dickman, MA, MLIS, AHIP**  
Digital Asset Librarian  
Providence St. Joseph Health  
[Daina.Dickman@providence.org](mailto:Daina.Dickman@providence.org)

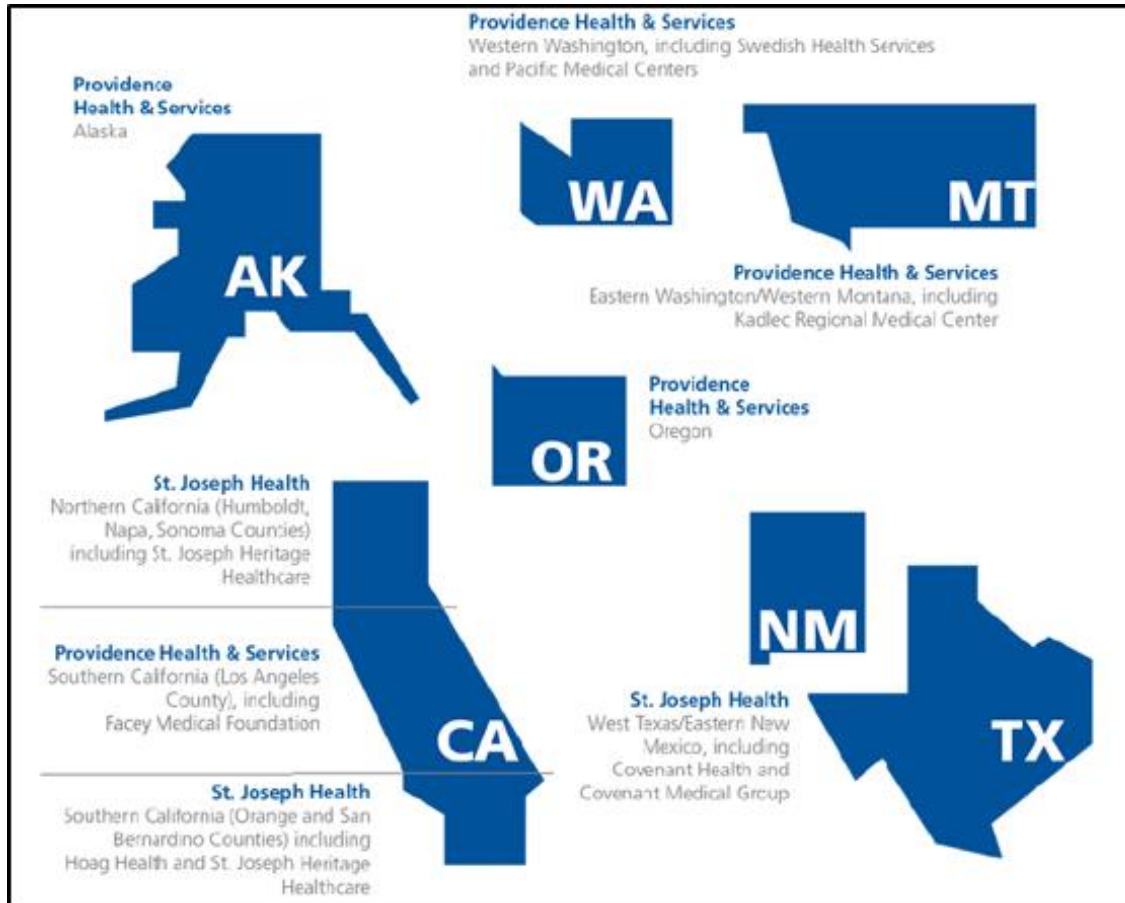
# Conflict of Interest Statement

The author has no conflicts of interest to report.

## Quick Poll

- Who works in a remote environment, online environment, or a dispersed environment (teammates at different locations)?

# Who We Are




**51**  
HOSPITALS



**829**  
CLINICS



**5m**  
UNIQUE  
PATIENTS  
SERVED



**119k**  
CAREGIVERS



**38k**  
NURSES



**25k**  
PHYSICIANS



**1.2m**  
HOME HEALTH  
VISITS



HIGH SCHOOL  
NURSING  
SCHOOLS &  
UNIVERSITY



**2**  
HEALTH  
PLANS



PROVIDENCE  
Health & Services



St. Joseph Health



Covenant Health



FACY  
MEDICAL FOUNDATION



hoag



KADLEC



SWEDISH



pacific  
medical  
centers

# Digital Commons – Institutional Repository



The screenshot shows the homepage of the Providence St. Joseph Health Digital Commons. At the top left is the Providence St. Joseph Health logo. To its right is the text "Providence St. Joseph Health Digital Commons". Below this is a navigation bar with links for "Home", "About", "FAQ", and "My Account". The main content area features a large banner image with the text "Orthopedic and Sports Medicine Institute". Below the banner is a section titled "Browse Research and Scholarship" with a "Follow" button and three links: "Research unit, institute, or department", "Expert Gallery", and "Nursing – New Knowledge, Innovation, Improvement". A paragraph below explains that the repository is a service of the Providence St. Joseph Health System Library Services. On the right side, there is a blue sidebar with sections for "Browse" (Collections, Disciplines, Authors), "Search" (with a search box and "Search" button), "Advanced Search", "Notify me via email or RSS", and "Author Corner" (Author FAQ, Submit Research). At the bottom, there are sections for "At a Glance" (Top 10 Downloads, Recent Additions) and "Paper of the Day" (A systematic approach to quantifying infection prevention staffing and coverage needs).

An institutional repository for collecting published articles, book chapters, posters, presentations, images, videos, data sets, and more.

One convenient place for all of the new knowledge created by PSJH caregivers.

Digital Commons aims to activate the voice of PSJH and share our research accomplishments as a world-class research organization.

# Who is involved?


- Main:
  - Digital Asset Librarian (Oregon). Full Time.
  - Library Assistant (Montana). ~5 hours a week.
  - Potentially Newly Hired Librarian (Texas). ???
- Consulting Role:
  - Library Director (Oregon)
  - Hospital Librarian (Oregon)
- Library Services Collaborators:
  - 8 Hospital Librarians (Washington, California, Montana)
- Outside Collaborators:
  - Departments, Clinical Institutes, Research Institutes (System-wide)








































# Tools Available for Remote Collaboration

- Skype/Lync
  - Chat, Conference Calls, Screen sharing
- Box (former)
  - File sharing, Collaboration
  - Phased out when system-wide contract ended
  - Difficulties with permissions, being locked out
- One Drive (current)
  - File sharing, Collaboration
  - Not available to Texas librarian
- SharePoint???
- Trello (future plans)



# OneDrive Documents

Files > PSJH Library > Digital Commons 

 Name 	Modified 	Modified By 	File Size 	Sharing
 Annual Reports	February 18	Dickman, Daina E		 Shared
 Archive	January 2	Linden, Danielle		 Shared
 Back End Materials for DC	January 24	Dickman, Daina E		 Shared
 Expert Gallery	January 2	Linden, Danielle		 Shared
 Manuals, Files, Etc from BePress	January 24	Dickman, Daina E		 Shared
 Monthly Reporting for Research	January 2	Linden, Danielle		 Shared
 Outreach Materials and Articles	January 24	Dickman, Daina E		 Shared
 Past spreadsheets in progress	January 2	Linden, Danielle		 Shared
 Presentations	January 2	Linden, Danielle		 Shared
 Researcher CVs that are update...	January 2	Linden, Danielle		 Shared
 Slideshow images	January 2	Linden, Danielle		 Shared
 Work Flows	January 24	Dickman, Daina E		 Shared
 Yearly Cumulative Spreadsheets	February 7	Dickman, Daina E		 Shared
 2017 Publications to Add.02.20...	February 21	Dickman, Daina E	156 KB	 Shared
 2019CumulativePubs.04.16.19.xl...	6 days ago	Dickman, Daina E	110 KB	 Shared
 Digital Commons 2019 Plan.docx	April 9	Dickman, Daina E	14.4 KB	 Shared
 Future Directions for Digital Co...	January 2	Linden, Danielle	12.8 KB	 Shared

# Tools Not Available and Other Challenges

- No Slack or other systems geared for remote workplaces
- No Google Docs
- Skype/Lync wont save chats
- Box due to ending a contract
- Some librarians don't have OneDrive
  - Will need a work-around to bring new librarians into our workflow

## What Library Services is collaborating on

- Adding articles/posters/etc. on a monthly basis
- Creating Expert Gallery profiles
- Finding contacts for outreach
  - Complicated because of the nature of our organization. No systematic institutional hierarchy or departments.

# Cumulative Annual Spreadsheet

1	Title/Citation	Description	Details	Identific	Type	Program Category	Notes	Month	Department1	Department	Depart	en
249	<i>Celebration: A HAPI Improvement In DSU</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
250	<i>Decreasing Hospital Readmissions with LACE-Driven Interventions</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
251	<i>Early Nutritional Interventions for Patients At Risk for Malnutrition</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
252	<i>Early Recognition of Sepsis in the Outpatient Cancer Center Infusion Clinic</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
253	<i>Effects of Transport on Oral Temperature of Post-Surgical Patient Transported from</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
254	<i>Enhanced Recovery Program: General Surgery Department</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
255	<i>Heart Failure (HF) Nurse Navigator Program Interventions Decrease HF Readmission</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
256	<i>High Risk Patient Proactive Collaboration</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
257	<i>Human Trafficking: Educational Essentials for Staff: Identifying &amp; Caring for a Vulner</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
258	<i>Identifying High Risk Patients Outside Of The Intensive Care Unit Using An Early Wari</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
259	<i>Implementation of Routine Foot Assessment in the Adult Hemodialysis Population: A</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
260	<i>Implementing A Personal Comfort Menu In An Observation Unit</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
261	<i>Improving Staff Well-being on a Telemetry Unit</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
262	<i>Let's Move That Body: Progressive Early Mobility in a Step-Down Unit</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
263	<i>Look for Zebras: Identification of Immunotherapy Patients in the Emergency Depart</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
264	<i>Needs Assessment: Driving Oncological Emergency Education</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
265	<i>OB Triage: An EBP Project</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
266	<i>Transgender Health Care Needs: Can we improve the care of our LGBTQIA patient po</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
267	<i>Use of Aroma Oils with Geriatric Patients in an Acute Care Setting</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
268	<i>Using a STP to Manage Anxious, Aggressive Emergency Patients – Longitudinal Asses</i>		St. Joe EBP Conference		Poster	Nursing		March	Nursing			
269	Langley R, Reich K, Mease PJ, et al. Secukinumab provides Mease				Abstract	Orthopedics & Sports Medicine	From Mease CV	March	Rheumatology	Orthopedics		
270	Clinical Trials Committee CoChair, 2017– current	Dobrea, L	Academy of Oncology Nurse and Patient Nav		Leadership	Cancer/Nursing		March				
271	Cancer Program Guidelines Committee, 2017– current	Dobrea, L	Association of Community Cancer Centers		Leadership	Cancer/Nursing		March				
272	Lung MAP Site Coordinators Committee: (Lung MAP SCC) C	Dobrea, L	South West Oncology Group		Leadership	Cancer/Nursing		March				
273	Nursing and Allied Health professionals Committee Memi	Dobrea, L	International Association for the Study of Lu		Leadership	Cancer/Nursing		March				
274	<i>Regional Stroke Program Coordinator Nurses Standardize</i>	Molly Archer MS, RN, ACI	2019 International Stroke Conference		Poster	Neuro/Nursing		March	Neurology	Nursing		
275	<i>Patient experiences in behavioral health integrated prima</i>	Royal Kenton N, Broffma	Psychol Health Med. 2019	30924365	Journal Article	Mental Health		March	Behavioral Healt	Primary Care		
276	<i>A Rare Cause of Urinary Peritonitis: Intra-abdominal Adhe</i>	Secrest KM, Maki CJ.	Urology. 2019 Mar 25. pii:	30922972	Journal Article	Other		March	Urology	Surgery		
277	<i>Reliability and Validity of the Vancouver Classification in</i>	Lee S, Kagan R, Wang L, C	J Arthroplasty. 2019 Mar 7	30922672	Journal Article	Orthopedics & Sports Medicine		March	Orthopedics			
278	<i>Disaster Scenarios in Spine Surgery. A Survey Analysis.</i>	Abdul-Jabbar A, Yilmaz E	Spine (Phila Pa 1976). 201	30921295	Journal Article	Neurosciences		March	Neurology	Surgery		
279	<i>Overall survival by clinical risk category for high dose inte</i>	Fishman M, Dutcher JP, C	J Immunother Cancer. 201	30917871	Journal Article	Cancer		March	Oncology	Chiles		
280	<i>The unexplained success of stentplasty vasospasm treatm</i>	Bhogal P, Pederzani G, Gi	Clin Neuroradiol. 2019 Ma	30915482	Journal Article	Neurosciences		March	Neurology			
281	<i>B7H3 regulates differentiation and serves as a potential bi</i>	Zhang J, Wang J, Marzese	Lab Invest. 2019 Mar 26. d	30914782	Journal Article	Neuro/Cancer		March	Neurology	Oncology		
282	<i>Psychological Care Augmented by Telemedicine after a Pc</i>	Brown SP, Davis HE, McG	Telemed J E Health. 2019	30912705	Journal Article	Mental Health		March	Behavioral Healt	Telemedicine		
283	<i>A decade of progress in critical care echocardiography: a n</i>	Vieillard-Baron A, Millin	Intensive Care Med. 2019	30911808	Journal Article	Cardiovascular		March	Cardiology			
284	<i>The Carotid Sinus Nerve and the First English Translation c</i>	Shoja MM, Rai R, Lachkar	Cureus. 2019 Jan 16;11(1):	30911454	Journal Article	Neurosciences		March	Neurology			
285	<i>Using Varying Diagnostic Criteria to Examine Mild Cognitiv</i>	Robertson K, Larson EB, C	Alzheimers Dis. 2019 Ma	30909213	Journal Article	Neurosciences		March	Neurology			

# 2017 Retroactive Project

Title/Citation	Description	Details	Identifiers(PMID)	Type	Program Category	Notes	Month	Departme	Departme	Departme
<b>Orange Assigned to Heather</b>										
<b>Yellow Assigned to Amanda</b>										
<b>White Assigned to Daina</b>										
Piercing of the Lumbocostal Ligament by the Subcosta	Vetter M, Iwanaga J, Oskoui	Cureus. 2017 Nov 7;9(11):e	29321949	Journal Article						
Absence of the Lumbosacral Trunk.	Schmidt CK, Iwanaga J, Yilmaz	Cureus. 2017 Oct 30;9(10):	29308337	Journal Article						
Ixekizumab efficacy and safety with and without conc	Coates LC, Kishimoto M, Got	RMD Open. 2017 Dec 22;3(	29299340	Journal Article						
A community affair in the tumor microenvironment.	Rodvold JJ, Kesari S, Zanetti	Oncotarget. 2017 Nov 21;8	29290938	Journal Article						
Outcomes of Operative Treatment for Adult Cervical	Ailon T, Smith JS, Shaffrey CI	Neurosurgery. 2017 Dec 2:	29281107	Journal Article						
Development and Validation of a Model to Determine	Parasa S, Vennalaganti S, Ga	Gastroenterology. 2017 De	29273452	Journal Article						
Associations between neighbourhood characteristics	Cohen-Cline H, Beresford SA	J Epidemiol Community H	29273630	Journal Article						
Early stage small cell lung cancer: very rare, but a surg	ValliÃ	res E. J Thorac Dis. 2017 Nov;9(1:	29268466	Journal Article						
Airway stent complications: the role of follow-up bro	Lee HJ, Labaki W, Yu DH, Salv	J Thorac Dis. 2017 Nov;9(1:	29268534	Journal Article						
Dynamics of postoperative serum cortisol after transs	Mayberg M, Reintjes S, Patel	J Neurosurg. 2017 Dec 22:1	29271716	Journal Article						
Evaluation of Evidence of Adrenal Insufficiency in Tria	Yuen KCJ, Moraitis A, Nguyen	J Endocr Soc. 2017 Feb 21:;	29264481	Journal Article						
ProbAnnoWeb and ProbAnnoPy: probabilistic annotat	King B, Farrah T, Richards M	Bioinformatics. 2017 Dec 1	29267848	Journal Article						
Maternal Depressive Symptoms and Child Behavior ar	Flynn EP, Chung EO, Ozer EJ,	Int J Environ Res Public He	29258221	Journal Article						
A pilot study of an autologous tumor-derived autoph	Sanborn RE, Ross HJ, Aung S,	J Immunother Cancer. 201	29258618	Journal Article						
The 10(th) anniversary of patient safety in surgery.	Stahel PF, Smith WR, Moore	Patient Saf Surg. 2017 Dec	29259657	Journal Article						
Vitamin D: Effects on human reproduction, pregnancy	Heyden EL, Wimalawansa SJ	J Steroid Biochem Mol Bio	29262380	Journal Article						
Mapping genetic variations to three-dimensional prot	Glusman G, Rose PW, PriÃ	Genome Med. 2017 Dec 18	29254494	Journal Article						
Improved survival and tumor control with Interleukin-	Curti B, Daniels GA, McDerm	J Immunother Cancer. 201	29254506	Journal Article						
Treatment of Low Bone Density or Osteoporosis in Pri	Carey JJ, Lewiecki EM, Blank	Ann Intern Med. 2017 Dec	29255868	Journal Article						
New migraine with visual disturbance after cryoballo	Nadha A, Williams ES.	J Atr Fibrillation. 2017 Oct	29250242	Journal Article						
Extremely premature birth, informed written consent	Kaempf JW, Dirksen K.	J Perinatol. 2017 Dec 15. d	29242573	Journal Article						
A multi-institutional analysis of the untreated course	Gross BA, Albuquerque FC,	N J Neurosurg. 2017 Dec 15:1	29243979	Journal Article						
Hematoma in the Bucco-Mandibular Space: First Case	Iwanaga J, Wilson C, Yilmaz	Cureus. 2017 Oct 12;9(10):	29238630	Journal Article						
Editorial.	Wang JC, Chapman JR, Wiewc	Global Spine J. 2017 Dec;7	29238633	Journal Article						
Trends in Spinal Surgery for Pott's Disease (2000-2016)	Fisahn C, Alonso F, Hasan GA	Global Spine J. 2017 Dec;7	29238648	Journal Article						
Editorial Perspective.	Chapman JR.	Global Spine J. 2017 Dec;7	29238649	Journal Article						
Cardiac surgery blues: The midterm impact of postope	Pulido JN.	J Thorac Cardiovasc Surg. 2	29233591	Journal Article						
Proliferative pilomatricoma of the eyebrow in a 94-ye	Nyte CP.	Ear Nose Throat J. 2017 De	29236266	Journal Article						
Major Hepatic Complications in Ursodeoxycholic Acid-	Harms MH, Lammers WJ, Thc	Am J Gastroenterol. 2017 I	29231188	Journal Article						
Prediction and benefits of minimal disease activity in	Mease PJ, Kavanaugh A, Coa	RMD Open. 2017 Jul 18;3(1	29225916	Journal Article						
Direct Insertion of the Papillary Muscle into the Anter	Sheikh S, Iwanaga J, Gonzale	Cureus. 2017 Oct 5;9(10):e	29226042	Journal Article						
Cadaveric Study for Intraoral Needle Access to the Inf	Iwanaga J, Simonds E, Oskou	Cureus. 2017 Oct 9;9(10):e	29226051	Journal Article						
A Milestone for CAR T Cells.	Tran E, Longo DL, Urba WJ.	N Engl J Med. 2017 Dec 28;	29226781	Journal Article						
Comparative transcriptomic analysis of human placen	Paquette AG, Brockway HM,	Biol Reprod. 2017 Dec 4. d	29228154	Journal Article						

## How we did it

- Clear communication within documents
- Everyone gets a color when collaborating
- Making time to train and follow-up over Skype

## How we did it

- Document workflow, policies, procedures from the very start
- Revisit and revise workflow documents regularly
- This is a living document.
- Keeps knowledge from being kept in the hands of just one person.

## How we did it

- Find a key contact in non-Library departments to collaborate with
- Be open to feedback and ideas from collaborators
- I can't work directly with 110,000+ people, but I can work with a program director who already coordinates 30 people.



# Successes

- Clearly documented workflows
- Color coding system
- Open communication with follow-ups.

# Success! Collaborations with Partners

- Articles for newsletters
- LOTS of presentations at meetings, mostly over Skype.
- Poster collections for Earle A. Chiles Cancer Research Institute
- Magnet credentialing showcase
  - Posters from Evidence Based Practice Nursing Bootcamps (Oregon)
  - Evidence Based Practice Conference (California)

# Learning Moments

- Launching two related, but different projects at the same time
- Communication around QR codes for posters
- Setting limits for Expert Gallery to improve workflow
  - Sorry, we can't enter an entire 150 page CV.
- How to say no in a positive way
- Set clear expectations for what Library Services provides

# Challenges

- Thesaurus for our taxonomy
- Feedback and ideas from our community are sometimes dead ends
- Volume of items being input
- Scope of the project

# Where we are now



Providence St. Joseph Health Digital Commons

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- [Research unit, institute, or department](#)
- [Expert Gallery](#)
- [Nursing – New Knowledge, Innovation, Improvement](#)

The repository is a service of the Providence St. Joseph Health System Library Services. Research and scholarly output included here has been selected and deposited by the System Library Services, the individual departments, and institutes.

At a Glance

Top 10 Downloads  
All time

Recent Additions  
20 most recent additions

Paper of the Day

**A systematic approach to quantifying infection prevention staffing and coverage needs.**  
Rebecca Bartles, Angela Dickson, *et al.*

## Launched July 1, 2018

- 2,100+ items added
- 6,200+ Metadata hits
- 1,600+ Downloads

## Workflow Plans

- Complete thesaurus for Departments to enable other Library staff to help with classification
- Train Library Assistant to classify items
- Bring in Texas librarian?

## Outreach Plans

- Create more focused outreach plan
- Choose key research institutes to target in these early phases

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Notify me via email or [RSS](#)

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# Questions

# Questions?

## Discussion Ideas

- What tools/programs/apps have you found useful for workflow and collaboration?
- How do you build team spirit/camaraderie in a remote work environment?
- How do you do outreach to off-site or remote users?