

Section 2: Roles and Responsibilities

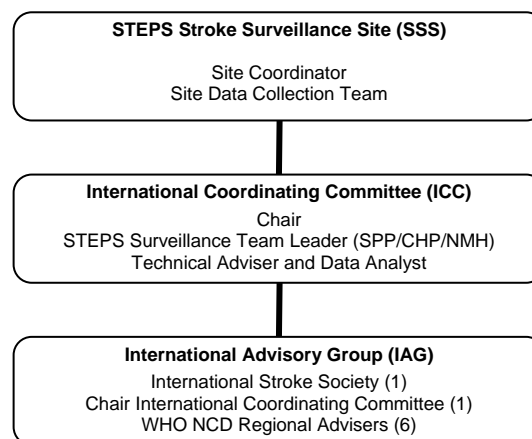
Overview

Introduction There are a number of entities involved in coordinating and implementing STEPS Stroke surveillance. Representation is covered at the:

- country (national or sub national)
 - regional, and
 - global level.
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Purpose The purpose of this section is to provide an overview of the core roles involved in STEPS Stroke surveillance.

STEPS stroke surveillance network The diagram below shows how the global Stroke surveillance network is organised.



In this section This section covers the responsibilities for the following roles:

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Site Coordinator

Introduction

The STEPS stroke surveillance (SSS) site coordinator is the local principal investigator. This key person is responsible for planning and coordinating the local STEPS Stroke surveillance study.

The site coordinator should be familiar with the entire manual to understand the whole STEPS stroke surveillance process.

Skills and attributes

The site coordinator will need to have the following qualifications and, general skills and attributes:

- Neurological or stroke physician (or study nurse) with proven experience in the field of cerebrovascular disease.
 - Good understanding of epidemiological principles of differences between hospital based stroke registers and population based stroke registers
 - Good understanding of the general philosophy and objectives of the global STEPS Stroke surveillance process.
 - Good written and oral communication skills and proficient in English.
 - Ability to recruit and train interviewer staff.
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Level of authority

The site coordinator should have sufficient authority to:

- Negotiate and obtain resources for the whole stroke study.
 - Oversee progress of the national, sub-national, district or local STEPS stroke surveillance implementation.
 - Contribute to the disease prevention and health promotion activities that will arise from the data gathered by STEPS Stroke.
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Core roles

The core roles of the site coordinator may include all or some of the following:

Role	Description
1	Planning and preparing for a STEPS Stroke study.
2	Applying for participation.
3	Identifying and securing local funding and / or "in kind" support.
4	Handling ethical approval.
5	Recruiting and training interview staff.
6	Supervising data collection and adjudicating difficult diagnoses.
7	Reporting results.
8	Planning and preparing for future studies.
9	Liaising with the International coordinating unit (ICU), local authorities, WHO NCD regional, country and WHO representatives and other stakeholders.
10	Completing test stroke cases provided by ICU for quality control purposes.

Site Data Collection Staff

Introduction The STEPS Stroke surveillance (SSS) site data collection staff are all those who have been trained to collect the study data and enter it into the stroke register.

Interviewer roles Data collection roles will depend on the scope of the study. Core roles for a data collection staff member may include all or some of the following. Specific tasks are identified in section 5.

Role	Description
1	Actively identifying stroke patients admitted to (or occurring within) the hospital on a daily or weekly basis.
2	Retrospectively reviewing records of stroke patients.
3	Resolving difficult cases (where a patient needs to be assessed by an experienced medical practitioner or neurologist).
4	Recording patient details on the Stroke instrument
	Entering instrument data into the register (using the data entry tool)
5	Following up with patients at day 28.
6	Liaising with and reporting any difficulties to the site coordinator.

Skills and attributes Interviewers should have the following general skills and attributes:

- Good basic knowledge of different clinical symptoms of stroke.
 - Good understanding of the different case finding methods (hot and cold pursuit).
 - Excellent understanding of the stroke definition and the instrument questions.
 - Have a sensitive approach towards people who are in a stressed situation or are recalling a sad moment in life.
 - Good oral, written and keyboard skills.
 - Good attention to detail.
 - Ability to follow instructions consistently but raise concerns when appropriate.
 - Work well with others to achieve results.
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International Coordinating Committee

Introduction The International Coordinating Committee (ICC) provides technical support and guidance for STEPS stroke surveillance.

Objectives The main objective of the ICC is to oversee the practical and logistic issues relating to the overall coordination and implementation of STEPS Stroke surveillance.

Core roles The core roles of the ICC are to:

- register surveillance site participation
- support the site coordinator
- provide access and support to STEPS surveillance tools and reference material
- draft and distribute a regular stroke newsletter
- oversee the overall implementation of the STEPwise approach to stroke surveillance (STEPS Stroke)
- analyse hospital registers and help report and share results.
- ensure quality control.
- Provide feedback on all drafts of reports before they are submitted.

ICC members Members of the ICC include:

- Chair
- STEPS Surveillance team leader
- Technical adviser
- Data analyst

Chair The ICC chair is responsible for advocacy around STEPS Stroke and overseeing the practical and logistic issues relating to the overall implementation of STEPS Stroke. The core roles include:

- Advocate on behalf of ISS and WHO at major international stroke meetings.
- Develop closer links between the major NGOs and WHO around stroke surveillance.
- Help expand the number of Stroke surveillance sites.
- Liaise with site coordinators on a regular basis.
- Report to WHO, ISS and the IAG on a regular basis.

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International Coordinating Committee, Continued

STEPS Surveillance team leader

The STEPS team leader, based in the Department of Chronic Disease and Health Promotion, is responsible for the ensuring linkages with the STEPS risk factor surveillance activities. Other activities include:

- Support and maintain the linkages on the STEPS web page.
 - Receive all applications for participation and refer to the ICU technical adviser.
 - Provide administrative support where required.
 - Arrange meetings of the International Advisory Group during routine WHO retreats of the NCD Regional Advisers.
 - Update the mapping of STEPS stroke sites in line with the STEPS risk factor surveys.
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Technical adviser

The technical adviser is responsible for:

- Supporting participating stroke surveillance sites (SSS) with general information about the manual.
 - Providing technical support to participating SSS.
 - Keeping a log of all registered surveillance sites.
 - Preparing first drafts of the annual report and collating comments from site coordinators.
 - Providing information/data as requested from the ICC chair, ISS, and WHO.
 - Ensuring relevant WHO regional and country people are informed.
 - Updating and maintaining the Stroke STEPS Stroke surveillance manual.
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Data analyst

The data analyst is responsible for:

- Developing and maintaining Stroke data entry tool (DET) in collaboration with the technical adviser.
 - Modifying the Stroke DET in accordance with experience from the feasibility study of the SSS.
 - Collecting and collating data for the annual report.
 - Supporting data analyses, data reporting of core indicators and participating in data interpretation.
 - Contributing to the annual report and annual update of the stroke manual.
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International Advisory Group

Introduction The international advisory group (IAG) provides global stroke surveillance coordination.

Members Members of the IAG include:

- President, International Stroke Society
- ICC chair
- WHO STEPS Surveillance team leader
- WHO NCD regional advisers (6)

Core roles The core roles of the IAG are to:

- Act as an advocacy body for stroke surveillance.
- Assist in translating the data into policy and programmes.
- Ensure the long term sustainability of STEPS Stroke surveillance.
- Oversee overall strategic direction and annual work plans.
- Provide feedback on quarterly progress reports.
- Identify potential participating stroke surveillance sites.
- Assist with fundraising efforts.
