

A Community Hospital Institutional Repository: Streamlining the Poster Workflow

Kristine A. Petre MLS, CM, AHIP
Lehigh Valley Health Network, kristine_a.petre@lvhn.org

Carol Varma BS
Lehigh Valley Health Network, Carol.Varma@lvhn.org

Follow this and additional works at: <https://scholarlyworks.lvhn.org/education>



Part of the [Education Commons](#), and the [Medical Education Commons](#)

Let us know how access to this document benefits you

Published In/Presented At

Petre, K., Varma, C. (2015, May 15-20). *A Community Hospital Institutional Repository: Streamlining the Poster Workflow*. Poster session presented at the Medical Library Association Annual Meeting and Exhibition, Austin, TX.

This Poster is brought to you for free and open access by LVHN Scholarly Works. It has been accepted for inclusion in LVHN Scholarly Works by an authorized administrator. For more information, please contact LibraryServices@lvhn.org.

A Community Hospital Institutional Repository: Streamlining the Poster Workflow

Kristine Petre, MLS, AHIP, CM, and Carol Varma, BS
Lehigh Valley Health Network, Allentown, PA

Objectives:

Implementation of an Institutional Repository in a community hospital can be an exhausting process to select, get buy-in, and launch the system. Throughout the project there are opportunities to learn about current organization processes and ways to streamline them. Library staff and Marketing streamlined the process to capture poster presentation metadata prior to uploading the posters to the repository.

Methods:

Three years ago, the library staff began a network-wide initiative to select and implement an institutional repository. In October 2012, we launched our repository. One of our goals was to highlight scholarly work done by colleagues and make our institution more visible. Uploading posters is very important to us because once presented to a limited conference audience, they are often never seen again. To upload the posters, we received the poster PDF files from our Marketing department. The files were very easy to upload, however getting the metadata to catalog the posters was not so simple. We rarely knew where and when the poster was presented and sometimes we didn't even have the author information. Some of the posters prior to 2014 still cannot be uploaded into Scholarly Works because we have no way to track down the metadata.

LVHN Poster Request Form

Image 1.


LVHN Poster Request Form.

Electronic questionnaire to be completed by author(s) requesting poster. Questionnaire must be completed prior to design of poster to insure information is secured for the Scholarly Works Repository.

Image 2.

Completed Form.

Copy automatically emailed to
Marketing for poster design.



Lehigh Valley
Health Network

- [LVHN Poster & Presentation Creation Policy](#)
- [LVHN Poster Production Process](#)

Poster title

Lead author of poster

Name

Email

Phone number

Computer User ID (i.e. b1234)

Additional authors

Contact person for corporate credit card holder who will pay for the poster

Date of conference

Please enter the LAST FULL day you're available to pick up the poster prior to the conference

Location of conference (city, state, country)

Name of conference/event, and organization that is hosting the conference

Size requirements for poster as established by the conference organization.
 Conferences have different sizes and orientations and these can change yearly depending on conference hall.

Orientation

☐ Vertical

☐ Horizontal

Print Option

☐ Option A
 Printing to be handled by Carol Varma with approved digital file sent to an approved network print company.

☐ Option B
 Print process is total responsibility of author. Once the digital file has been approved, a high resolution PDF will be created and instructions for access to the PDF will be emailed to the author.

If a PDF version of your poster/presentation is needed prior to the actual conference date, when is it needed?

Additional contact person

In compliance with the [LVHN Poster & Presentation Creation Policy](#), you have verified that you are compliant with:

☐ HIPAA

☐ HITECH Act

☐ Copyright Law

☐ FERPA

If you are a resident or student, list the attending that approved this submission

Recipient's Data:
 Print Finkbeiner: 2015-01-13 10:21:53
 IP: 192.168.1.1062
 Requested: 6/20/2016 10:47:04
 Link: <http://www.foia.gov/foia/request.asp>
 Request ID: 13476
 Link: <http://www.foia.gov/foia/request.asp?CFRequestID=13476&RequestID=13476&RequestID=13476>

Repository Summary:

Power of Attorney
 A Community Hospital Institutional Repository: Streamlining the Power Workflow

Last used of patient:
 Name: Crystal Paine
 Email: crystal.paine@chc.com
 Phone number: 410-420-4403
 Company: Court View ID #: 412101 - 11/14

Additional users:
 Court View Users: 45

Current person for compound notes user holder who will pay for the power:
 Krista Paine

Date of collection:
 Date: 12/20/2016

Power date the LAST FULL day you're available to pick up the power prior to the commitment
 1/11/17

Location of collection (city, state, country):
 Austin, TX

Name of conference and organization is having the conference
 National Elderly Advocates Annual Meeting and Conference

Site requirements for power established by the conference organization. Conference have different rules and information and site charges change depending on conference. Please contact the site for a complete rules by 1/11/17 12:00pm and will be available at all power presentations. There is a travel award for those who hold a site before 1/11/17 12:00pm
 1/11/17 site

Additional:
 Retained

Power Options:
 Option A: Picking to be handled by Court View with approved third party use on an approved not-at-risk power company.
 12/15/16

If PDF version of your power presentation is needed prior to the actual conference date, when is it needed?
 12/15/16

In accordance with the LVNEN Power & Presentation Consensus Policy, you have verified that you are compliant with:
 HIPAA
 FERPA
 CIPA
 107595


Results:

In January 2014, the Library staff created a poster request form for Marketing. The requestor is required to complete conference and presenter details, and additional metadata. To date, over 150 poster requests have been submitted. In July 2014, the library staff received the first batch of poster files from Marketing for uploading using the new request process. We were able to upload all 133 posters for 2014 with complete metadata records. Marketing also appreciates that the request forms have saved time for both departments.

Conclusions:

Implementation projects can create new processes, streamline workflows, and save staff time. Our scholarly repository benefits our institution in many ways. Currently we have over 4,400 records in Scholarly Works that are now available for the world to see. With full text searching, department tracking, and other features, we have been able to increase efficiency throughout the network.





Lehigh Valley Health Network

LVHN Scholarly Works

Home About FAQ My Account

In this series: ▼

[Advanced Search](#)

[Notify me via email or RSS](#)

Browse

[Collections](#)
[Disciplines](#)
[Authors](#)

Author Center

[Author FAQ](#)

[Contact Library Services](#)
[Terms and Conditions](#)

POSTERS

2014

- ▶ [Mendicino Elevated CA 19-9 in a Case of Mucosa Sarcoma: An Atypical Presentation](#), Sabia Hernad MD, Hertel N, Shtat, Patrick Hickey DO, and Matthew Sullivan DO (Poster)

Fellowship Developmental Card Sarcoma: A Rare Event With Variable Pathologic Features and Prognosis, Shaur A, Ali MD, Miriam L, Enqvist MD, and Sherren M. Gherli MD (Poster)
- ▶ [The Effect of Tumor-Based Application of the Ottawa Ankle and Foot Rules \(JOHROPS\) on the Number of Radiographs Ordered: A Pilot Study](#), John Ashurst DO, Stephanie Daddamattina MD, Thomas E. Nappe DO, Anwarah Khanumtamat DO, Sarfaraz Azim, Michelle O'Neil, Paul Depazo BSN, RN, CEN, Bernadette Gi-Burfer BS, Anita Kuhl PhD, Ryan C. Kalus MD, and Maria H. Greenberg DO, MPH, FACEP (Poster)

Patient Study to Assess Benefit of Virtual Balance Scale System VBI on Balance and Gait in Patients With Parkinson's Disease, Peter J. Barbour MD, Amy L. Kerstein PT, AJayn David PT, NCST, ATC, MSCS, Joline Hammer PT, Michael J. Weiss MPAC & Sandra M. Tremblay PT MS, CWIS, MCSCS (poster)
- ▶ [Chlorine Chlorine](#), Anne Barthart RN, BC and Erin Joyce BSN, CPAN (Poster)

The poster gallery is an archive of the work of Lehigh Valley Health Network (LVHN) employees and health care professionals. Part of the mission of LVHN is to support clinical care through education and research. To that end the posters address how they reflect innovation, performance improvement projects and studies that address all areas of healthcare from clinical care to administrative initiatives. They are shared freely to encourage conversation and collaboration.

© 2015 Lehigh Valley Health Network

A PASSION FOR BETTER MEDICINE.™

610-402-CARE LVHN.org

