

GlobalSurg REDCap Guide

Part 2: Adding Data to REDCap

This section will show you how to input data in REDCap. Throughout the process it is a good idea to save your progress regularly, as REDCap does not automatically save your data.

1. Log in to REDCap and go to the GlobalSurg study homepage, as shown below (Figure 1). See part 1 of the REDCap guide to remind yourself how to do this.

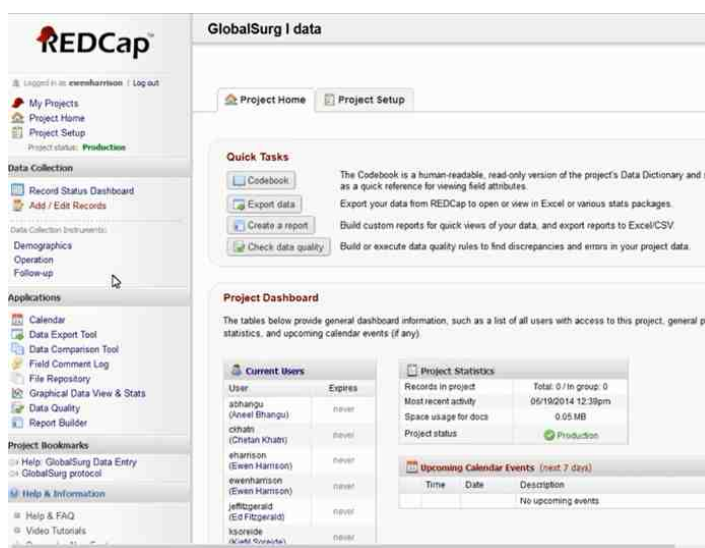


Figure 1

2. On the left hand sidebar, click Add/Edit records. This will bring up the 3 separate sections of the data collection forms. These forms include patient demographics, operative details and follow-up. To add a new patient fill out their demographics data first by clicking "Add new record" (Figure 2).

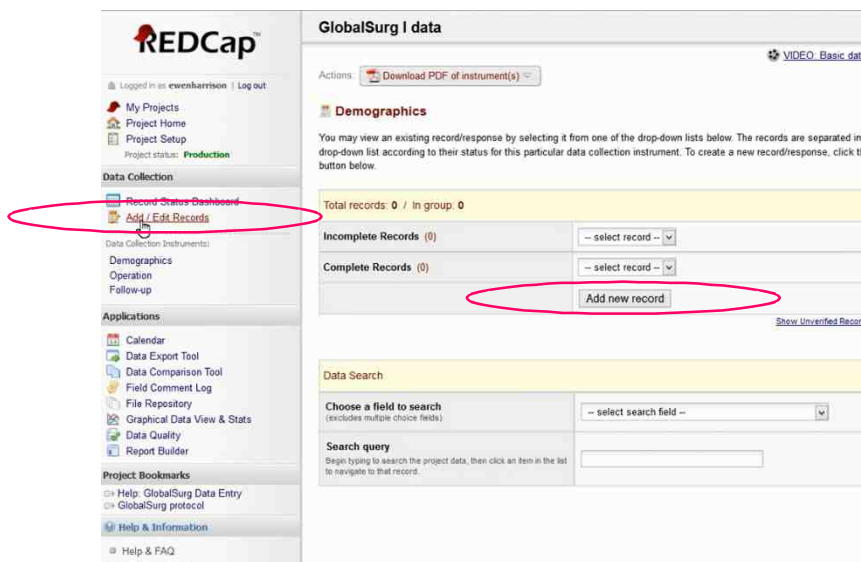


Figure 2

- REDCap will automatically generate a unique study identifier. You will need to provide all the other data. The patient ID is your hospital's code used to identify the patient. Once all fields are complete, you may proceed to 'Save Record'. Alternatively, if you are ready to fill in details of the operation, click 'save and go to next form", which is below the "Save Record" button (Figure 3).

The screenshot shows the REDCap interface for a 'Demographics' form. The form is titled 'Adding new RecordID 61-1'. The 'RecordID' field is populated with '61-1'. The 'Patient ID' field is empty, with a note: '* must provide value' and 'Patient identifier from your hospital unique to this patient'. Other fields include 'Age in completed years', 'Gender', 'ASA', 'History of diabetes', 'Smoking status', and 'Emergency computed tomography (CT) scan performed?'. The 'Form Status' section shows 'Complete?' with a dropdown menu set to 'Incomplete'. A red circle highlights the 'Save Record' button at the bottom right.

Figure 3

- To add details about the operation or follow-up once you have entered a patient's demographic details into REDCap, go to "Add/Edit records" as you did in step 2. The best way to see how your centre's data collection is progressing is to select the "Record Status Dashboard", as shown below. This uses a colour coded system to demonstrate how complete each patient's data is (Figure 4).

The screenshot shows the REDCap 'Record Status Dashboard' for 'GlobalSurg I data'. The dashboard displays a table of records and their status. The table has columns for 'RecordID', 'Demographics', 'Operation', and 'Follow-up'. The 'RecordID' column shows '61-1 (Patient ID 1212131243)'. The 'Demographics' column has a green circle icon, indicating that the data is complete. The 'Operation' and 'Follow-up' columns have grey icons, indicating that the data is not yet complete. A red circle highlights the table.

RecordID	Demographics	Operation	Follow-up
61-1 (Patient ID 1212131243)	●	○	○

Figure 4

- To complete outstanding forms, click on the round button in the column heading for which you want to enter data for (Figure 5). In this case we want to fill out Operation details.

REDCap
GlobalSurg I data

Record Status Dashboard (all records)

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

Legend for status icons:
 ● Incomplete ● Incomp
 ● Unverified
 ● Complete

Displaying record "61-1" through "61-1" of 1 records

RecordID	Demographics	Operation	Follow-up
61-1 (Patient ID 1212131243)	●	●	●

Figure 5

- The following form will appear (Figure 6). In this case we wanted to add operation data. Fill out the form and click save.

REDCap
GlobalSurg I data

Actions: Download PDF of instrument(s)

VIDEO_Basic data

Operation

Editing existing RecordID 61-1 (Patient ID 1212131243)

RecordID: 61-1

Date of operation: 19-06-2014 (Today) DD-MM-YYYY

Time of start of operation (knife-to-skin): 0800-1800 (daytime) Knife to skin

Time from hospital admission to knife-to-skin: 6-11 hours

Surgical safety checklist used? Yes (e.g. WHO Surgical Safety Checklist)

Training of most senior surgeon present: Medically-qualified surgical specialist

Surgeon experience: 5 years or more since finishing medical school* (or equivalent undergraduate/training course if non-doctor)

Training of most senior anaesthetist present: Medically-qualified anaesthetist specialist

Anaesthetist experience: Medically-qualified anaesthetist specialist, Medically-qualified non-specialist, Non-doctor anaesthetic specialist, Non-doctor and non-specialist, Not applicable, no anaesthetist

Anaesthetic type: non-doctor

Incision: [dropdown]

Primary operation performed: Single most appropriate operation actually performed.

Bowel resection performed? Only if complete transection through bowel lumen. If

Figure 6

7. Repeat steps 4 and 5 until each circle within the "Record Status Dashboard" is green, for both the operation and follow-up forms.

Watch the video tutorials or read the guides at www.globalsurg.org/data-entry . The GlobalSurg protocol is also a source of useful information <http://globalsurg.org/protocol/> .

If you have any questions or if we could make something clearer , please contact enquiry@globalsurg.org