CovidSurg-3 REDCap Guide

This document will guide you through using REDCap for CovidSurg-3

Note: For CovidSurg-3 REDCap logins will only be issued to Hospital Leads

Table of Contents

(1) Setting up your REDCap account

Once your REDCap account has been processed, you will receive two automated emails (if you do not receive these emails please check your spam folder):

1. An email confirming your account has been created. This will include your username and a link to set your password:

covidsurg@contacts.bham.ac.uk
to me ▾

15:07 (0 minutes ago)

[This message was automatically generated by REDCap]

A REDCap account has been created for you in which your REDCap username is **"dnepo"**. Click the link below to set your new password and log in.

After logging in, please make sure to set up your password recovery question, which will allow you to use the 'Forgot your password?' link on the login page without the need to contact the REDCap Administrator. You will be prompted to set your recovery question on the My Projects page, but you can also set it on your 'My Profile' page under 'Login-related options'.

Set your new REDCap password Additionally, please be aware that REDCap has a user access policy in place, in which it will auto-suspend a user's account if the user has not logged into REDCap after an extended period of time. For details regarding this, please contact your REDCap administrator.

2. An email confirming you have been given access to the CovidSurg-3 data collection project (called "CovidSurg 2022"). This email does not require any action:

[This message was automatically generated by REDCap]

You have been given access to the REDCap project named "CovidSurg 2022". Using your user name "dnepo", you may log in to the project using the link below.
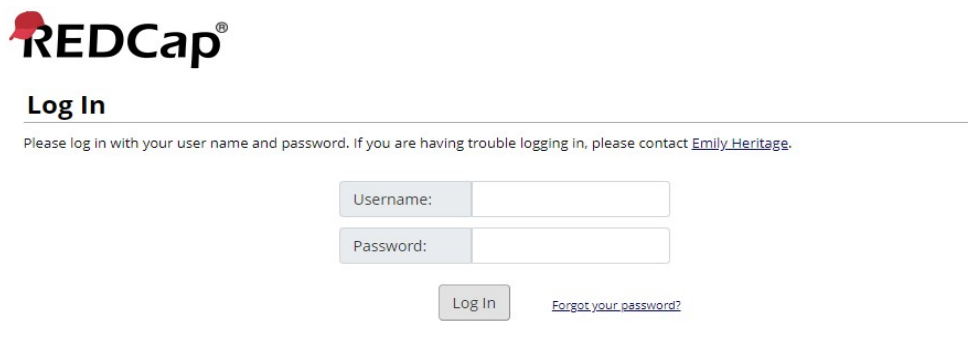
https://globalsurgery.redcap.bham.ac.uk/

(2) Logging in to REDCap

1. Go to: https://globalsurgery.redcap.bham.ac.uk/
   This can be viewed on a tablet and mobile device, but please select desktop mode in your browser to make it easier for you to work out where everything is.

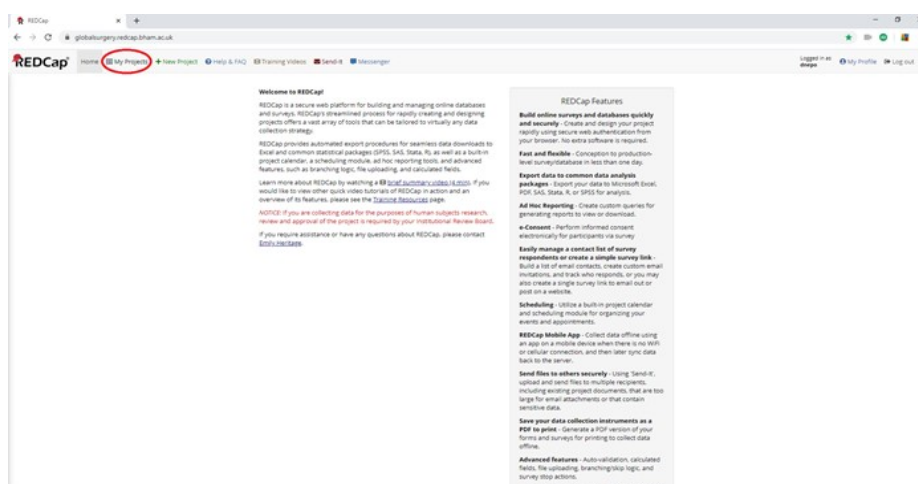2. You will be presented with this screen to fill in your login details:

3. Once you are logged in you will be at the home page.

4. Click on "My Projects" to get to the CovidSurg-3 project.

5. You will be presented with the projects you have access to on the REDCap project. You will only have access to one project, "CovidSurg 2022".

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. Read more To review which users still have access to your projects, visit the User Access Dashboard.

My Projects	📂 Organize	📁 Collapse All	Filter projects by title	✕	🔖

Project Title	Records	Fields	Instruments	Type	Status
CovidSurg 2022	1	67	4 forms	■	🔧

6. Click on the "CovidSurg 2022" link to enter the project.

(3) Creating a new record & managing REDCap IDs

1. On left hand menu click on "Add / Edit Record"
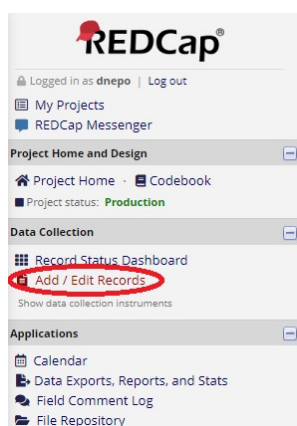
2. Click the green "add new record" button to add a new patient to the database

3. An important part of the next screen is the REDCap ID. This will be the only identifier for your patient on the database. Therefore, you may want to keep a **local cross-reference of REDCap ID versus patient details** so that you are able to return to identify your patients on REDCap, so that you can edit REDCap records later. You can either keep this cross reference (1) on paper (please see the Protocol Appendix for a template) in a locked, secure office, or (2) in an encrypted spreadsheet on a password protected computer.

In the screenshot below the REDCap ID would be "1". Your REDCap IDs will be in the format "XXXX-N" where "XXXX" is the code for your data access group (DAG) and "N" is a unique number assigned to each of your records (this will start with 1 for your first record and sequentially increase for each patient). For example, record 1739-1 would be the first record entered by the DAG with the code 1739.

4. To start entering data, click on the ⊙ next to "[0] Approval confirmation".

5. On this form you must confirm that you have all necessary local and/or national approvals to participate in CovidSurg-3 and to enter data on REDCap. You will be unable to enter patient data until you have confirmed this. Confirm that you have approval in place by clicking 'yes' and then the blue "save and exit" button.

6. You will see that buttons have now appeared next to the baseline, SARS-CoV-2, intraoperative, and 30-day outcome forms and you are now able to access these forms by clicking on these buttons.

(4) Entering 30-day outcomes data

On form "[4] 30-day Outcomes Form", to access the 30-day outcomes data fields you must click the option "Yes - the patient has reached postoperative day 30" to confirm that the patient has completed 30-days after their surgery and that 30-day outcomes can now be entered.

Editing existing Record ID **1**	
Record ID	1
This form should be completed AFTER the patient has reached postoperative day 30. It can be completed either on day 30 or at any point after this.	
30-day follow-up should be based on existing hospital records. There should be no changes to normal patient care/pathways, so no additional clinic or telephone follow-up should be completed for this study.	

The 30-day follow-up should be based on all information routinely available at 30-days. This can include:

- **Inpatient hospital notes (paper or electronic) relating to the index admission and any readmissions that the patient has had.**
- **Records from outpatient (clinic) reviews or telephone calls.**
- **Review of electronic hospital records to identify readmissions.**
- **Review of electronic hospital records to identify patients recorded as having died.**

If there is no record of a complication having occured, it should be recorded as not having occured. For example, if a patient was discharged alive on postoperative day 6 and there was no further contact with the patient, they should be recorded as being alive at day 30.

30-day outcomes	
Please confirm that the patient has reached postoperative day 30. *This will reveal the follow-up data fields* * must provide value	(H) ⊙ ◯ Yes - the patient has reached postoperative day 30 reset

(5) Checking for missing data

Once you have started entering data on a record, at the bottom of each form you will find key data fields flagged for which data is currently missing. For some fields there are some additional notes to help you complete these fields. Once you have completed these fields, they will no longer be flagged as incomplete. Example below is for the form "[1] Baseline Form".

<div>

DATA IS MISSING FOR THE FOLLOWING FIELDS - PLEASE ENSURE THEY ARE COMPLETED ABOVE:

If the information for a data field is not known, please leave the field blank.

Do NOT exclude elligible patients due to missing data.

If a record is not elligible for inclusion in the study, please record this on the 30-day Outcomes Form, so that the record is removed from the analysis.

[1-2] Age

[1-3] Sex

[1-4] Revised Cardiac Risk Index

If there is no hospital record to confirm that a patient does / does not have a comorbidity, please record the patient as not having that comorbidity. Full definitions are in the Appendix.

[1-5] ASA grade

Detailed ASA grade definitions are on the ASA website

</div>

To ensure that you do not have any missing data, please run the "Missing Data Report". This can be accessed at the following link:

https://globalsurgery.redcap.bham.ac.uk/redcap_v10.9.0/DataExport/index.php?pid=157&report_id=828

On this report you will see listed all Record IDs that belong to your data access group that have missing data. There is a breakdown of the number of missing fields per form. Click on the Record ID to link through to that particular record to enter the missing data:

Missing Data Report

Record ID record_id	Key fields missing in the Baseline Form no_miss_f1	Key fields missing in the SARS-CoV-2 Form no_miss_f2	Key fields missing in the Intraoperative Form no_miss_f3	Key fields missing in the 30-day Outcomes Form no_miss_f4
2	4	2	4	2
31295-1	0	1	0	2
31295-4	0	1	0	2

Once you have fully completed each patient's record, when you run the Missing Data Report you will have the message "No results were returned":

Number of results returned: 0
Total number of records queried: 4
Report execution time: 0 seconds

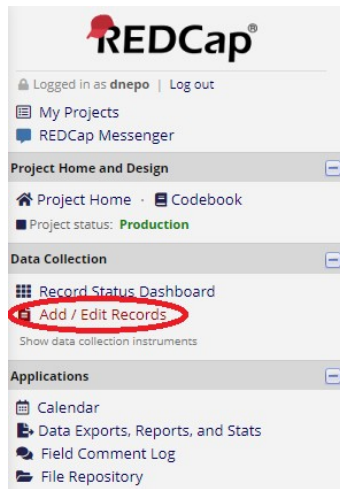| Stats & Charts | Export Data | Print Page | Edit Report |

Missing Data Report

No results were returned

(6) Editing patient records on REDCap

1. On left hand menu click on "Add / Edit Record"
   Please note, you will need to know the REDCap ID for the patient whose data you wish to edit.

2. Click on 'select record' (see below) and a drop-down list will appear of all records linked to your mini-team.

3. Scroll down to the record you want to edit and click on it.

4. You will now see the list of forms for the patient you selected. Click on the button in the "Status" column to access the form that you would like to edit. Click on the button for the form you wish to view, to proceed to that form.

(7) Marking a record for removal from the study

Collaborators are unable to directly delete records on REDCap. Instead, please use the 'record inclusion / exclusion' field to flag records that should be excluded from the analysis. This field can be found at the end of the form "[4] 30-day Outcomes Form". Please select the reason why the patient should be excluded.

Record inclusion / exclusion from analysis

**Should this record be included in the analysis?**
* must provide value

- ○ Include - this is a valid record for a patient who fulfils inclusion criteria
- ○ Exclude - patient does not fulfil inclusion criteria
- ○ Exclude - patient did not undergo surgery (operation cancelled)
- ○ Exclude - duplicate record
- ○ Exclude - patient withdrew consent
- ○ Exclude - test/practice record or record created by error

reset

(8) Download data entered from your hospital

1. On left hand menu click on "Data Exports, Reports, and Stats".
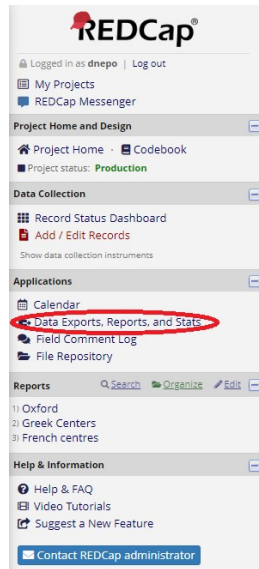
2. You will then see the options to view this data.
   You can either click on "View Report" which will display the data in your browser.

3. Alternatively click "Export Data" and there will be a pop-up with the download options. Select "CSV / Microsoft Excel (labels)" and click "Export data" in the bottom right of the box.

4. This will now bring up another pop-up. Click on the Excel-CSV icon to download the file.