

COMPASS study: A Guide for Local Leads

How to make your centre a success

As a local lead, you are responsible for coordinating the COMPASS study at hospitals attached to your medical school. This document will guide you through some of the steps you can take to make the project a success at your centre. For further information, please also contact your national committee.

1. Publicise the project

At your local medical school and hospital site, aim to advertise the COMPASS study as widely as possible. This may include the following approaches:

- Promotional posters
- Public announcements in lectures and hospital/university meetings
- Social media, including creating a Facebook group or Twitter page
- Emails to local surgical departments, societies and associations
- Emails to individuals who may be interested in the project

Gaining early interest/momentum in the local project delivery will ensure maximum participation from students and trainees/residents. It is also essential to gain the support of a local surgical consultant/attending at each hospital. Strategies to achieve this may include:

- Presenting the COMPASS protocol at local hospital/university meetings
- Arranging a meeting with the head of department to discuss the protocol

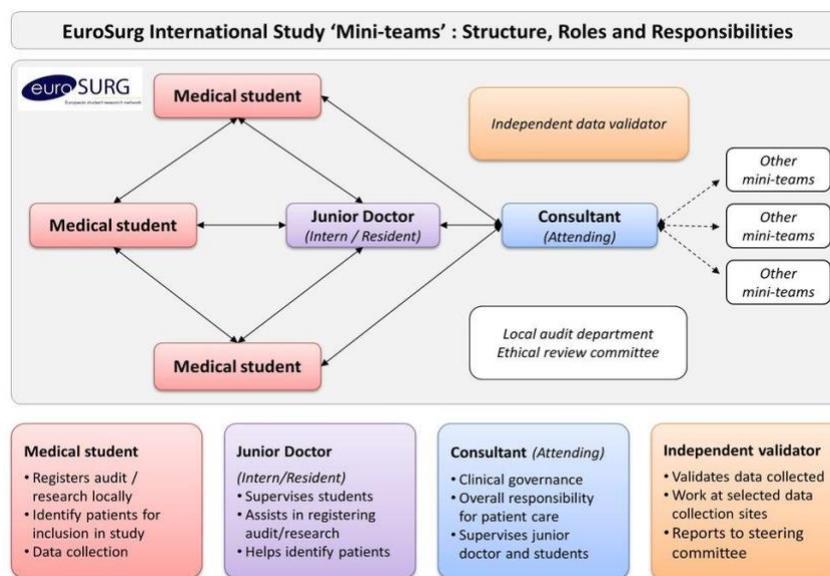
2. Recruit collaborators to 'mini-teams'

As a local lead, you are responsible for creating and managing "mini-teams" of students and trainees/residents at each hospital. A mini-team is made up of a maximum of three individuals: 1-2 students and 1-2 surgical trainees/residents. Each hospital should also have a supervising consultant/attending. The role of the trainee/resident is to support medical students in the clinical environment and the role of the supporting consultant/attending is to supervise and support local study registration.

Each mini-team will be attached to one of the four 2-week data collection periods. The same mini-team may collect data across multiple different data collection periods, if they so wish.

However, each mini-team must collect data across different data collection periods, i.e. no patients may be included more than once in the REDCap database.

Finally, you should recruit a data-validator at one of your hospitals. Data validators should be a final year student or a surgical trainee/resident, and should *not* have previously been involved in data collection. Data validators will be responsible for reviewing theatre records to check that no eligible cases have been missed across a single data collection period (2 weeks), and that the accuracy of key data points is maintained. Please note: in due course, the EuroSurg Study Management Group will publish a separate guide for data validators. Stay in contact with your national management committee. They are here to support you and can answer any questions you may have.



3. Get audit or ethical approval early

All countries involved in the COMPASS study will have different requirements for study or research approval. Speak to your national committee for further advice on the requirements in your country, or to seek advice about local guidelines. They may be able to provide details required for registration and help you to facilitate local approvals. This process can take a long time so it is important to start this as early as possible!

4. Organise a pilot study day

We recommend that all mini-teams perform a practice “trial” of the study protocol during a single day in their hospital before the study begins. This will provide collaborators the

opportunity to meet their mini-teams, familiarise themselves with the protocol and local hospital systems and troubleshoot any problems that may arise. Please note that study or research approval (as above) must be confirmed in advance of this.

5. Prepare for the Study Launch

Once you have created mini-teams at your local hospitals and gained study approval, you are almost ready to start collecting data for the COMPASS study. There are some final important steps to ensure all collaborators are ready to begin data collection. This includes:

- Arrange a local meeting with all collaborators to discuss the study and answer questions
- Ensure that all mini-teams are complete and know where/when they are due to collect data
- Ensure all collaborators have a copy of the full protocol (found at eurosurg.org/compass-study-hub/)
- Ensure that all collaborators are registered with the REDCap system (see below)

6. Registering on REDCap

Data will be collected through the secure REDCap data capture system. This is found via the following link: www.bistc.redcap.bham.ac.uk/ and supporting documents on how to use REDCap is available here: <http://eurosurg.org/compass-study-hub/>

- REDCap guide to include collaborators details: <https://bit.ly/2Omm4oF>
- REDCap youtube video: <https://youtu.be/iBOVBjlgH6E>

For each participating centre, you will be required to enter several key pieces of information:

- *Collaborators details participating at each site:* Details of all mini-team members for each data period should be entered here. This includes name, email address, ORCID. Using this information, EuroSurg will provide each collaborator with a login to the REDCap system to enable data collection. As such, this information must be provided before the study begins.
- *Data collection periods*
- *Ethical approval and/or study registration*
- *Centre Survey:* All participating centres are required to complete a survey by the end of the study. This should be completed by the supervising consultant at each centre. Responses to this survey will be visible here. Please encourage your collaborators to

ensure this is complete. The survey will be soon available on the website and will be send to contact emails of collaborators.

7. E-Learning

We have produced several e-learning modules to assist you and your collaborators in delivering the COMPASS project successfully. Please note that completion of these modules is recommended to aid you during data collection. Please find the modules via the following link: <http://eurosurg.org/e-learning/>. The modules are approximately 30 minutes in duration, and include:

- Module 0. COMPASS study protocol.
- Module 1. COMPASS drains data collection
- Module 2. COMPASS Eligibility Criteria - Inclusion & Exclusion
- Module 3. The Clavien-Dindo Classification
- Module 4. REDCap and Data Protection
- E-learning final quiz (*less than 10 minutes*)

8. In summary



We are here to help! Please contact us with via eurosurgstudents@gmail.com or Twitter: [@EuroSurg](https://twitter.com/EuroSurg)