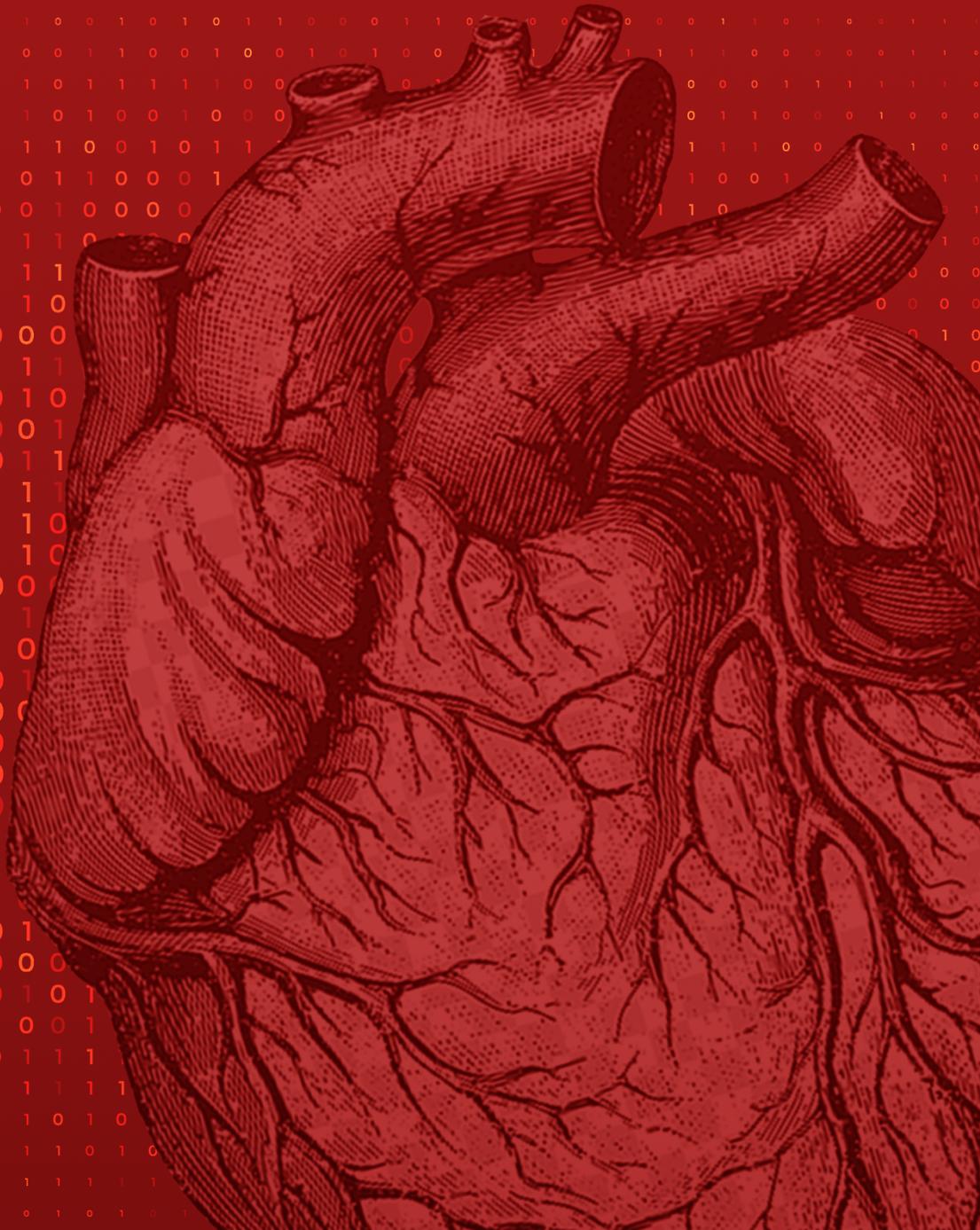


CASCADE

*C*ardiova*S*Cular outcomes after major ab*D*ominal surg*E*ry

REDCap Guide: Site and User Registration



Partners



Sponsors



Contents

(1) Setting up your REDCap account	3
(2) Logging into REDCap	4
(3) Site and User Registration.....	6
(4) FAQs	9
(5) Contact Details	10



A video walk-through summary of all these steps can be found here:
<https://youtu.be/tqiO00qRY8E>

(1) Setting up your REDCap account

You should receive an automatic email (please see below) with a username and a link to log into REDCap to **set your new password**. If you don't receive this email, please check your spam folder.

REDCap access granted ← ↶ ↷

 **BhamRed@contacts.bham.ac.uk <BhamRed@contacts.bham.ac.uk>** Wednesday, 3 November 2021 at 19:00

To:  Daoud Chaudhry (Medicine Clinical)

[This message was automatically generated by REDCap]

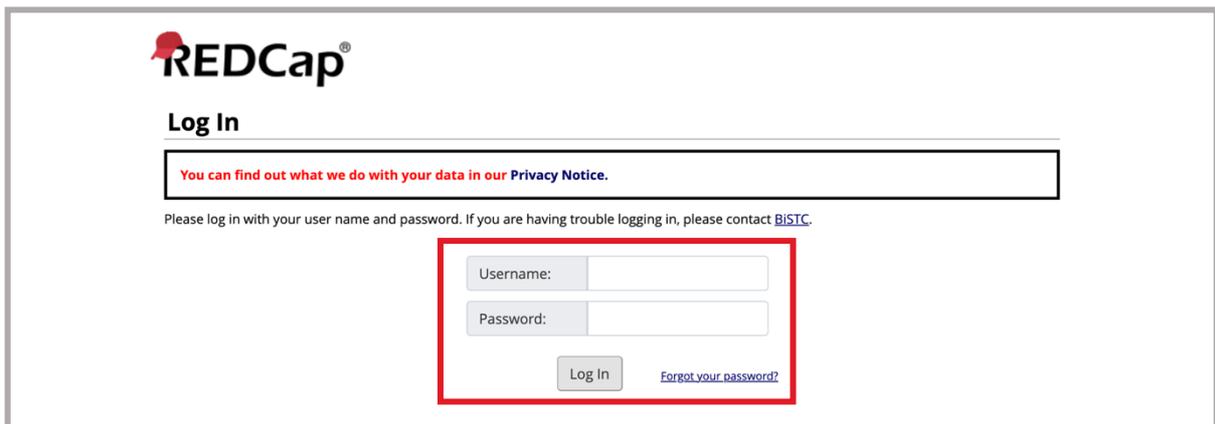
A REDCap account has been created for you in which your REDCap username is "**dchaudhry**". Click the link below to set your new password and log in.

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.

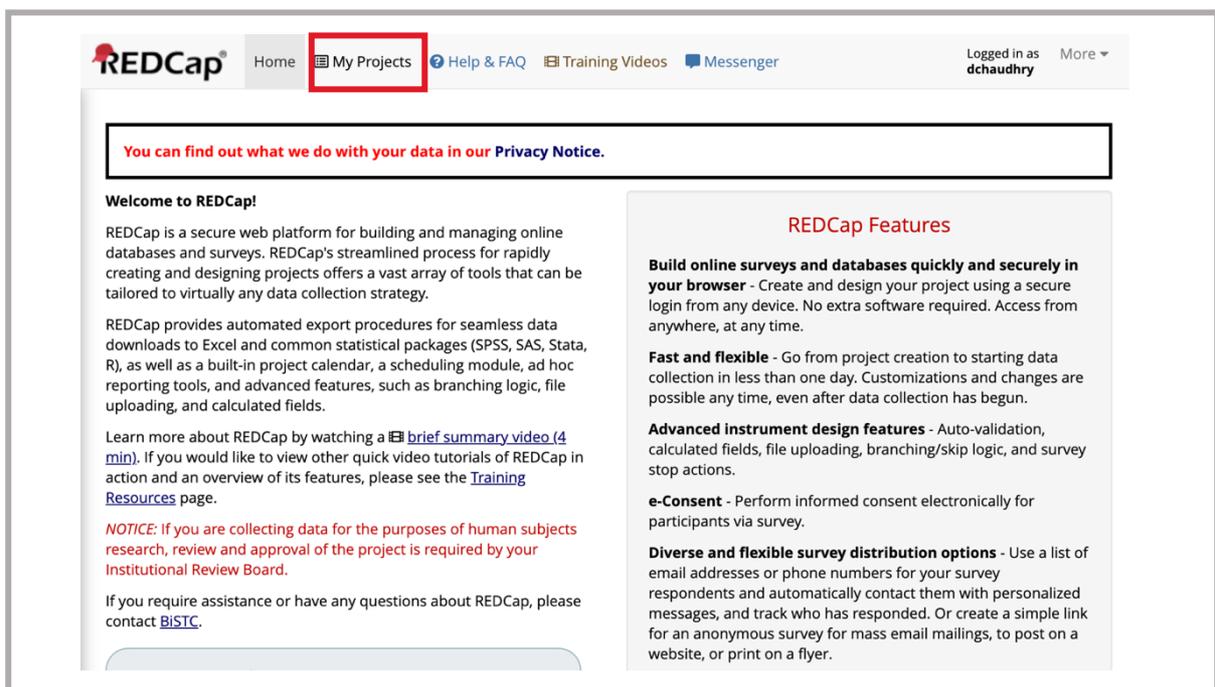
(2) Logging into REDCap

1. To login into REDCap, go to: <https://bistc.redcap.bham.ac.uk>
2. This can be viewed on a tablet and mobile device via your web browser BUT make sure that Desktop mode is on otherwise it will be harder for you to work out where everything is.
3. You will be presented with this screen to fill in your login details:



Note: 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'.

4. Once you are logged in you will be at the home page.
5. Click on “My Projects” to get to the CASCADE project.



6. You will be presented with the “CASCADE – Site and User Registration Survey”

REDCap Home My Projects Help & FAQ Training Videos Messenger Logged in as dchaudhry More ▾

You can find out what we do with your data in our [Privacy Notice](#).

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](#).

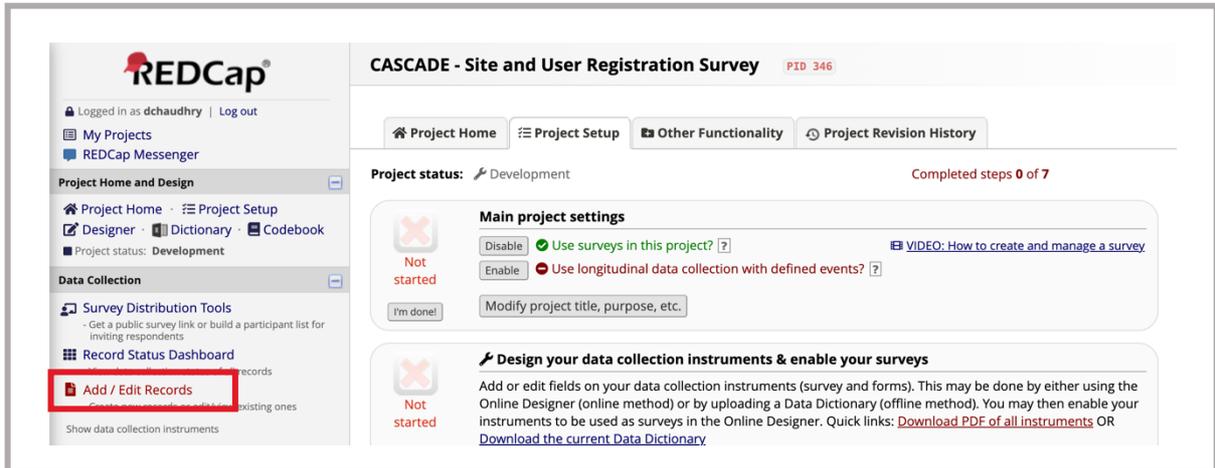
My Projects Organize Collapse All Filter projects by title [x] [🔍]

Project Title	Records	Fields	Instruments	Type	Status
CASCADE - Site and User Registration Survey	0	411	6 forms	■	🔧

7. Click on the link to go to the project.

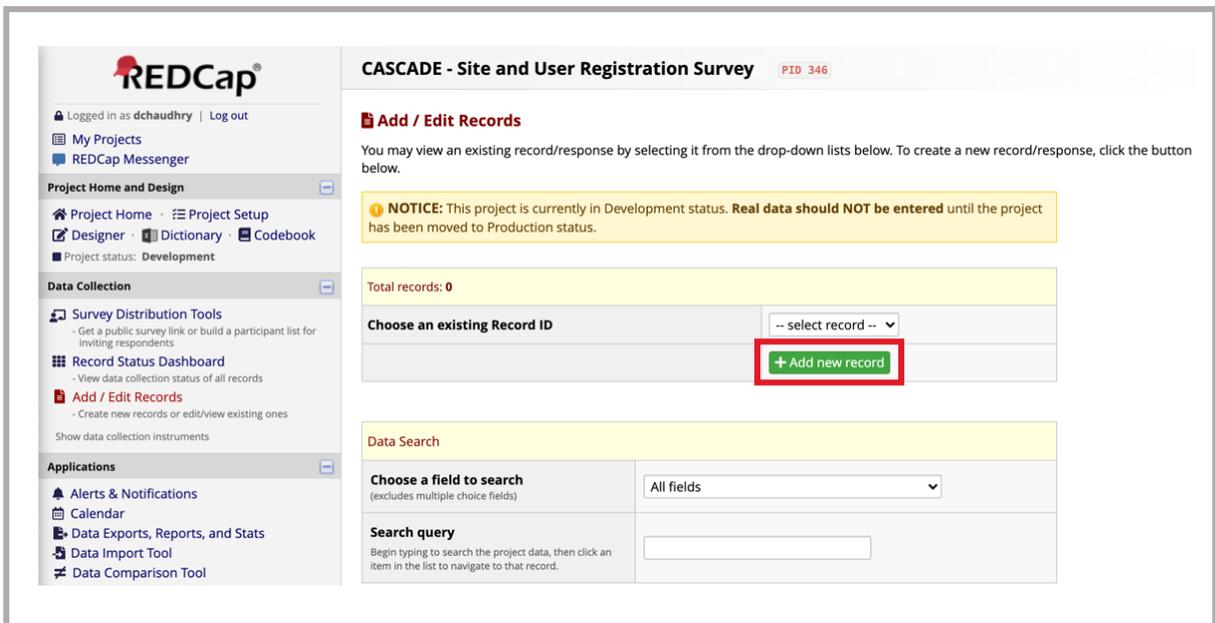
(3) Site and User Registration

1. Once on the “CASCADE – Site and User Registration Survey” project home screen, on the left-hand menu click on ‘Add / Edit Records’



The screenshot shows the REDCap interface for the project 'CASCADE - Site and User Registration Survey' (PID 346). The left-hand menu is visible, with the 'Add / Edit Records' option highlighted in a red box. The main content area shows the project status as 'Development' and 'Completed steps 0 of 7'. There are two main sections: 'Main project settings' and 'Design your data collection instruments & enable your surveys'. The 'Main project settings' section has a 'Not started' status and includes options to 'Disable' or 'Enable' surveys, with 'Use surveys in this project?' checked. The 'Design your data collection instruments & enable your surveys' section also has a 'Not started' status and provides instructions on how to add or edit fields on data collection instruments.

2. Click the green “Add new record” button to continue



The screenshot shows the 'Add / Edit Records' page for the project 'CASCADE - Site and User Registration Survey' (PID 346). The left-hand menu is visible, with the 'Add / Edit Records' option highlighted in a red box. The main content area shows a 'NOTICE' that the project is currently in 'Development status' and that 'Real data should NOT be entered until the project has been moved to Production status.' Below the notice, there is a section for 'Total records: 0' and a dropdown menu for 'Choose an existing Record ID' with the text '-- select record --'. A green '+ Add new record' button is highlighted in a red box. There is also a 'Data Search' section with a dropdown for 'Choose a field to search' (set to 'All fields') and a 'Search query' input field.

3. Click on the 'Centre Data' status icon to proceed to the site registration form

CASCADe - Site and User Registration Survey PID 346

Record Home Page

Record "1" is a new Record ID. To create the record and begin entering data for it, click any gray status icon below.

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Legend for status icons:

- Incomplete
- Incomplete (no data saved) ?
- Unverified
- Partial Survey Response
- Complete
- Completed Survey Response

NEW Record ID 1

Data Collection Instrument	Status
Centre Data	
Period 1 (24 Jan 2022 - 6 Feb 2022)	
Period 2 (7 Feb 2022 - 20 Feb 2022)	
Period 3 (21 Feb 2022 - 6 Mar 2022)	
Period 4 (7 Mar 2022 - 20 Mar 2022)	
Period 5 (21 Mar 2022 - 3 Apr 2022)	

4. Here you need to enter the following details: (1) Centre information, (2) Audit registration and Caldicott/Ethical Approval, (3) Hospital Lead Information, and (4) Supervising Consultant Information.

Centre Data

Adding new Record ID 1

Record ID: 1

Privacy Statement

This statement provides information about how the University uses the personal data of collaborators you have provided by completing the CASCADe Regional Lead Admin forms. It supplements the page on our website: [Data Protection - How the University Uses Your Data](#).

On these forms, we collect hospital name, first name, last name, ORCID, speciality, and email address. This information, together with other data provided on the forms, will be processed for research purposes by the STARSurg & EUROSurg Collaboratives. The information you provide on the forms will enable us to contact you with information about the CASCADe audit and set up logins for your collaborators to the REDCap system so they can participate in the CASCADe audit. You and your collaborators may be contacted on the email addresses you provide in the forms.

The data collected on these forms will not be shared outside the University of Birmingham or the STARSurg & EUROSurg Collaboratives and it will be kept indefinitely as long as it is still useful to disseminate information on the CASCADe study and there is an intention to use them further for research, or if you tell us you no longer want us to hold your details. If you want your data removed from our database please contact: cascade.redcap@gmail.com

By completing this form you consent for your information to be processed in the way and for the purpose stated above. By completing this survey with the details of other named people you confirm that you have obtained the required consent from your collaborators for their personal data entered above being stored securely on servers held at the University of Birmingham.

Centre information

Select your region: UK/ROI Europe

Hospital: Queen Elizabeth Hospital, Birmingham

Please indicate which specialities routinely perform surgery at this hospital:

General surgery (upper GI, HPB and/or colorectal) Urology Gynecology Vascular and/or Transplantation

Audit Registration and Caldicott/Ethical Approval

Have the following approvals been granted at this centre? *

Audit approval (required to collect data) Caldicott/Ethics approval (required to upload data to REDCap)

Note: for guidance on maximum number and type of collaborators allowed please the FAQ section at the end of this guide.

- There are 5 periods in which centres will be able to collect data. Click and complete all periods on the left-hand menu and indicate in which periods will your centre be entering data.

REDCap
 Logged in as dchaudhry | Log out
 My Projects
 REDCap Messenger

Project Home and Design
 Project Home · Project Setup
 Designer · Dictionary · Codebook
 Project status: Development

Data Collection
 Survey Distribution Tools
 Record Status Dashboard
 Add / Edit Records
 Record ID 1
 Centre Data
 Period 1 (24 Jan 2022 - 6 Feb 2022)
 Period 2 (7 Feb 2022 - 20 Feb 2022)
 Period 3 (21 Feb 2022 - 6 Mar 2022)
 Period 4 (7 Mar 2022 - 20 Mar 2022)
 Period 5 (21 Mar 2022 - 3 Apr 2022)

Applications
 Alerts & Notifications
 Calendar
 Data Exports, Reports, and Stats
 Data Import Tool
 Data Comparison Tool
 Logging
 Field Comment Log
 File Repository
 User Rights and DAGs
 External Modules

CASCADE - Site and User Registration Survey PID 346
 Actions: Modify instrument Download PDF of instrument(s) VIDEO: Basic data entry

Period 1 (24 Jan 2022 - 6 Feb 2022)
 Adding new Record ID 1
 Record ID 1
 Is your hospital/centre collecting data during this time period (24 Jan 2022 - 6 Feb 2022)?
 Yes No
 * must provide value

Has there been a team recruited to collect data on the following specialities for Period 1?
 * must provide value
 General surgery (upper GI, HPB and/or colorectal) Urology Gynecology Vascular and/or Transplantation

Period 1 - Urology Team
 Number of collaborators in the Urology Team
 * must provide value
 One Two Three

Urology Team collaborator 1 first name
 * must provide value

Urology Team collaborator 1 last name
 * must provide value

Urology Team collaborator 1 grade
 * must provide value
 Medical Student
 Trainee/Resident (including junior doctor)
 Consultant/Attending

Urology Team collaborator 1 email
 * must provide value

Urology Team collaborator 1 ORCID
 * must provide value
 Please enter a valid ORCID. This must be in the XXXX-XXXX-XXXX-XXXX format.

Urology Team collaborator 2 first name
 * must provide value

- If data is being collected in a period you will be asked to add details of the collaborators who will be filling out the data for that period including: First & Last name, Grade, E-mail, and ORCIDs. (No collaborators will be assigned logins if these aren't on REDCap).
- If there is no participation for a certain data collection period, then selection 'No' and click 'Save & Go To Next Form'.

REDCap
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 My Projects
 REDCap Messenger

Project Home and Design
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 Period 1 (24 Jan 2022 - 6 Feb 2022)
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 Period 5 (21 Mar 2022 - 3 Apr 2022)

CASCADE - Site and User Registration Survey PID 346
 Actions: Modify instrument Download PDF of instrument(s) VIDEO: Basic data entry

Period 1 (24 Jan 2022 - 6 Feb 2022)
 Adding new Record ID 1
 Record ID 1
 Is your hospital/centre collecting data during this time period (24 Jan 2022 - 6 Feb 2022)?
 Yes No
 * must provide value

Form Status
 Complete? Incomplete

Save & Exit Form **Save & Go To Next Form** Cancel

(4) FAQs

1) When do collaborators get REDCap access?

After you have filled in the site data (and uploaded evidence of ethical or audit/Caldicott approvals), collaborator details and completed the site survey on REDCap, they should get login details to access the project after we run the next round of approvals internally through REDCap (usually every couple of days).

2) I do not have ethical/audit approval yet, can we still collect data?

No, data collection can only start once appropriate approvals have been granted and uploaded on to REDCap.

3) I do not have Caldicott approval yet (UK centres only), can we still collect data?

Yes, data collection can be started given that you have ethical/audit approval (but not Caldicott approval yet) but it cannot be uploaded on REDCap. The data will need to be collected and stored on a secure NHS device. It can then be transferred on to REDCap once Caldicott approval is granted.

4) In centres where the audit department has waived registration, what proof do I need to put on REDCap?

You can upload a screenshot of the email demonstrating this on REDCap.

5) I haven't been able to get collaborators for all the study periods, is that okay?

Ideally, we would prefer as many periods active as possible but the minimum of 1 period should be active for data collection for inclusion.

6) Can data validators be added at a later date? Who will allocate them?

Yes, they can be added at a later date especially. We will be coordinating their allocation and provide them guidance centrally.

7) Will the centre not be included if 95% data is not complete?

For centre eligibility, the patients that are included need to have 95% data completeness.

8) Which specialities will be allowed to partake?

There will be 4 permitted speciality groups defined as (1) General surgery (UGI, Colorectal, and HPB); (2) vascular and transplant surgery; (3) urological surgery; and (4) gynaecological surgery.

9.) What is the maximum number and type of collaborators allowed?

A team of up to 3 people is responsible for data collection per speciality group over a specific 2-week period at a particular centre. Ideally, this should be formed by 1-2 medical students collaborating with a junior doctor (FY1 to senior registrar grade). Reflecting the cross-speciality nature of the CASCADE audit, one mini-team (3 members) will be permitted per speciality group. **However, due to the extensive nature and workload of the general surgery speciality group, 4 collaborators will be permitted.** Finally, for UK and ROI centres a maximum number of two supervising consultants will be allowed (surgeon and anaesthetist/intensivist) and for Europe a maximum number of 4 supervising consultants will be allowed (1 each specialty).

(5) Contact Details

General queries: Regional leads or mini-team WhatsApp group chat

Dedicated CASCADE queries: cascade.audit@gmail.com

Dedicated REDCap queries: cascade.redcap@gmail.com