Global Evaluation of Cholecystectomy Knowledge and Outcomes

An international prospective cohort study on cholecystectomy

REDCap guide for Hospital Leads
# TABLE OF CONTENTS

Table of Contents

## Setting up your REDCap account

- **Step 1: REDCap account creation email**
- **Step 2: Setting your password**
- **Step 3: Accessing your project**
- **Step 4: Record Status Dashboard**
- **Step 5: Miniteam registration**
- **Step 6: Entering your hospital name**
- **Step 7: Study approvals**
- **Step 8: Hospital Lead Information**
- **Step 9: Study periods**
- **Step 10: Collaborator Information**
- **Step 11: Data Validator Information**
- **Step 12: Saving miniteam progress**
- **Step 13: Accessing site survey**
- **Step 14: Completing site survey**
- **Step 15: Saving site survey progress**

## Frequently Asked Questions (FAQ)

1. I haven't received my REDCap username yet.
2. I have forgotten my password, how can I reset it?
3. My hospital is not listed in the “GECKO - Team Registration” project.
4. I want to change the hospital lead for the study at my site.
5. Do I need to have a supervising consultant?
6. Do I, as hospital lead, need to put my name in a mini-team?
7. Does the data validator need to be a trainee or consultant?
8. Will the independent data validator be included in authorship?
9. Can a collaborator who already collected data be the data validator?
10. Can I as the hospital lead be the independent data validator?
11. Can the same individual act as a collaborator for multiple periods?
12. I have a REDCap account. Why don’t I have access to the data collection project?
13. When will the collaborator logins be issued?
My collaborators have not received logins yet for data collection project, why?

What is an ORCID and how do I register?
SETTING UP YOUR REDCAP ACCOUNT

Step 1: REDCap account creation email

After registering your interest to be a hospital lead for your site here https://redcap.link/GECKO_EOI, one of our team members will send you an email to confirm your successful registration and appointment as hospital lead for your site. You will then be sent a REDCap login creation email titled “REDCap access granted”. Please note that this email will be sent to the email you supplied when you filled out the expression of interest survey. This email might have been sent to your junk/spam folder, so please check there as well. The email will contain your username and a link to set up your new password (the link can be accessed by clicking on “Set your new REDCap password”).

![REDCap access granted email](image-url)
Step 2: Setting your password

Once you click on the link to set your new REDCap password, you will be redirected to the REDCap webpage to create your password. You will see your username in the dialog box. Click in the ‘password’ field to set your password. Your new password entered must be AT LEAST 9 CHARACTERS IN LENGTH and must consist of AT LEAST one lower-case letter, one upper-case letter, and one number. Once you enter and retype your password, click the “submit” button.

Step 3: Accessing your project

Once you have submitted your password, this takes you to the REDCap welcome page. Click on the “My Projects” tab on the top left-hand corner. You will now see the projects you have access to. Click on the “GECKO – Team Registration” project to enter your details, your team details and complete the site survey.
Step 4: Record Status Dashboard

Once you are in the “GECKO – Team Registration” project, click on the “Record Status Dashboard” to access the forms you require to fill.
Step 5: Miniteam registration

You will now see that you have two forms to fill: (1) Miniteam application portal, and (2) Site survey.

Click on the Miniteam application portal button first to fill in your details and your collaborator details.
Step 6: Entering your hospital name

Now you will need to enter your hospital name. Please start typing in the textbox to search for your hospital then select your hospital. Please note: you may need to try different spellings. If applicable, please try entering names both with and without accented letters (é ö ç etc). If your hospital is not listed, please email geckoredcap@gmail.com.
Step 7: Study approvals

Now you can see that more data fields begin to appear. Please select the appropriate status for study approval at your local institution. If you already have local study approval or you have applied for study approval and are still waiting, you can continue registering your team. However, please ensure you do not upload any patient data on to REDCap until local study approval has been confirmed. You can collect data on paper CRF and only upload to REDCap once approval has been received if your local trust guidelines allows it. If you do NOT expect to receive local study approval to participate in GECKO by 31st Jan 2024, it is not possible to register. This is because there will be insufficient time for you to enter data before the database is locked for analysis.
Step 8: Hospital Lead Information

Now enter your details under the “Hospital Lead Information” section. You must enter all fields, including a valid email address and a valid ORCID. If you do not enter your ORCID or you enter an invalid one, you will not receive a login for the data entry project later on. If you are a registrar/trainee/resident, then you will be asked to supply details of your supervising consultant/attending.
Step 9: Study periods

Now you can choose which periods your site will contribute to. The minimum is one period; however, it is best to do as many periods as you can to maximise the benefits of the study. A collaborator can be a medical student, nurse, doctor, surgical trainee or consultant.

Mini-team Application

A mini-team typically includes up to five collaborators who will collect data over at least one 2-week data collection period.

Sites can participate in multiple data periods however, only one mini-team may participate at a single hospital during a distinct 2-week data collection block. We suggest that at least one mini-team participating within your period should include a senior (consultant/attending) surgeon. Hospital leads can also act as a collaborator (data collector) during any period. Individuals will only be included in the study authorship if they are registered as being part of a mini-team. Please note - a particular individual can be included in multiple periods.

The REDCap logins will be sent to the collaborator’s email, please tell them to check the spam box. In case they do not have received a REDCap login in the week before data collection start, send us an email to geckostudy@gmail.com please.

Thank you very much for your work, we are looking forward to the next steps.

Which period(s) would the team like to apply for?

You can collect data during one or more period - please tick all periods you wish to apply for.

* must provide value

- Period 1: 00:00 31st Jul 2023 - 23:59 13th Aug 2023 (+ 30 Day Follow-up)
- Period 2: 00:00 14th Aug 2023 - 23:59 27th Aug 2023 (+ 30 Day Follow-up)
- Period 3: 00:00 28th Aug 2023 - 23:59 10th Sep 2023 (+ 30 Day Follow-up)
- Period 4: 00:00 11th Sep 2023 - 23:59 24th Sep 2023 (+ 30 Day Follow-up)
- Period 5: 00:00 25th Sep 2023 - 23:59 8th Oct 2023 (+ 30 Day Follow-up)
- Period 6: 00:00 9th Oct 2023 - 23:59 22nd Oct 2023 (+ 30 Day Follow-up)
- Period 7: 00:00 23rd Oct 2023 - 23:59 5th Nov 2023 (+ 30 Day Follow-up)
- Period 8: 00:00 6th Nov 2023 - 23:59 19th Nov 2023 (+ 30 Day Follow-up)
Step 10: Collaborator Information

You can then choose how many collaborators you want for that specific period. The number of collaborators allowed per mini team is 5. A particular individual can be included in multiple periods if they wish to do so. Again, you must enter all fields, including a valid email address and a valid ORCID. If you do not enter the collaborator’s ORCID or you enter an invalid one, they will not receive a login for the data entry project later on.
**Step 11: Data Validator Information**

Finally, you must enter details of an independent data validator. A data validator is a registrar/resident or a consultant/attending not involved with data collection. Their role is to ensure adequate data ascertainment and data collection accuracy (see protocol). The validator will be assigned to a 2-week data collection period at their local centre to validate. Data validation will occur following completion of data collection (including follow-up). After completing validation, the validator will send a summary of how many records were reviewed and error rates to the study management group. Only one data validator is required for the whole study at your site. They will receive their REDCap login following completion of data collection (including follow-up). THEY WILL BE INCLUDED IN AUTHORSHIP.

<table>
<thead>
<tr>
<th><strong>First name</strong></th>
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<tbody>
<tr>
<td>* must provide value</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Last name (family name)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* must provide value</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ORCID ID</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If the collaborator do not have an ORCID account they should visit <a href="https://orcid.org/signin">https://orcid.org/signin</a> and click on “Register now”. Registration is quick and free.</td>
<td></td>
</tr>
<tr>
<td>* must provide value</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Email</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* must provide value</td>
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</table>
Step 12: Saving miniteam progress

Once you finish entering all the details for yourself and your collaborators, click on the “Save & Exit Form” button. You can always return back to add more details should you require to do so. Please note: do not worry about the “Complete?” section, this is only for you to keep track of your own progress, we do not look at it but rather we look at what has been entered above.

Step 13: Accessing site survey

Now it is time to do the site survey. Go back to “Record Status Dashboard” and click the button for “Site survey”. 
Step 14: Completing site survey

Now fill in the site survey. Please complete all questions in the site survey. Completion of this survey should take around 10 minutes. Please complete data according to the current situation at your hospital. If the site survey is not completed in full, then no REDCap logins will be sent for patient data entry.
Step 15: Saving site survey progress

Finally, once you finish entering the data for site survey, click on the “Save & Exit Form” button. You can always return back to add more details should you require to do so. Please note: do not worry about the “Complete?” section, this is only for you to keep track of your own progress, we do not look at it but rather we look at what has been entered above.
# FREQUENTLY ASKED QUESTIONS (FAQ)

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>I haven't received my REDCap username yet.</td>
<td>Please check your inbox and spam/junk folders first. If not received, then please email <a href="mailto:geckoredcap@gmail.com">geckoredcap@gmail.com</a> and we will resend your account creation email. If still not received thereafter, we may need to ask you for an alternative email address to send it to.</td>
</tr>
<tr>
<td>I have forgotten my password, how can I reset it?</td>
<td>Email us on <a href="mailto:geckoredcap@gmail.com">geckoredcap@gmail.com</a> using the email you registered in and we will reset your password.</td>
</tr>
<tr>
<td>My hospital is not listed in the “GECKO - Team Registration” project.</td>
<td>Email us on <a href="mailto:geckoredcap@gmail.com">geckoredcap@gmail.com</a> and we will add it to the list.</td>
</tr>
<tr>
<td>I want to change the hospital lead for the study at my site.</td>
<td>Please email us on <a href="mailto:geckostudy@gmail.com">geckostudy@gmail.com</a> and we will make the appropriate changes. You can still be a collaborator if you wish to do so.</td>
</tr>
<tr>
<td>Do I need to have a supervising consultant?</td>
<td>Yes, a consultant grade doctor needs to be designated as a supervisor at each site. They will be overseeing the study and will help in facilitating audit registration. If you, as a hospital lead, are a consultant/attending then you do not need a supervising consultant.</td>
</tr>
<tr>
<td>Do I, as hospital lead, need to put my name in a mini-team?</td>
<td>No, you do not. However, if you wish to do so you can. Your name will be listed under hospital lead and data collector/collaborator in the authorship.</td>
</tr>
<tr>
<td>Does the data validator need to be a trainee or consultant?</td>
<td>Yes, this is to ensure that the data quality is high.</td>
</tr>
<tr>
<td>Will the independent data validator be included in authorship?</td>
<td>Yes, of course.</td>
</tr>
</tbody>
</table>
Can a collaborator who already collected data be the data validator?

No.

Can I as the hospital lead be the independent data validator?

Yes, only if you haven't collected data.

Can the same individual act as a collaborator for multiple periods?

Yes, absolutely, if they wish to do so.

I have a REDCap account. Why don't I have access to the data collection project?

This is because access for the data collection project will start on the 24th of July onwards.

When will the collaborator logins be issued?

One week before the start of their respective data collection period. So for example, period 1 will be issued on 24th of July, period 2 on 7th of July etc...

My collaborators have not received logins yet for data collection project, why?

1- You need to make sure you have completed site survey in full

2- You will need to make sure that their ORCID and email address are valid.

3- Collaborator logins will only be sent one week before the start of their respective data collection period.
What is an ORCID and how do I register?

To register on REDCap, all members of each mini-team are required to have an ORCID-iD. The ORCID-iD is a unique, open digital identifier that distinguishes members from every other researcher with the same or a similar name to them.

The ID is structured as a 16-digit number (e.g. 1234-1234-1234-1234). Please instruct your mini-team to register for this and send their 16-digit number to your hospital lead as soon as possible (https://orcid.org/register). Some ORCID-iDs can contain an X among the 16-digits. This is normal.

Make sure that each member of the mini-team sets their ORCID-iD visibility setting to “Everyone”. This is done by going under profile and clicking “Account Settings”→“Visibility”→“Everyone”. Data cannot be accessed if ORCID-iD visibility is not set to “Everyone”.