



Global Evaluation of Cholecystectomy Knowledge and Outcomes

GECKO

An international prospective cohort study on cholecystectomy

**REDCap guide for
Mini-team members**



UNIVERSITY OF
BIRMINGHAM



THE UNIVERSITY
of EDINBURGH



TABLE OF CONTENTS

TABLE OF CONTENTS	2
SETTING UP YOUR REDCAP ACCOUNT	4
STEP 1: REDCAP ACCOUNT CREATION EMAIL	4
STEP 2: SETTING YOUR PASSWORD	5
ADDING NEW PATIENT DATA ON REDCAP	6
STEP 3: ACCESSING YOUR PROJECT	6
STEP 4: RECORD STATUS DASHBOARD	6
STEP 5: ADDING DATA RECORDS	7
STEP 6: ACCESSING SECTIONS OF THE DATA COLLECTION FORM	7
STEP 7: FILL UP THE DATA RECORD FORM	8
STEP 8: SAVING FORM PROGRESS	8
STEP 9: ACCESSING OTHER SECTIONS OF THE DATA RECORD	10
ORIENTATING REDCAP ICONS AND SYMBOLS	11
ETHICAL APPROVALS AND DATA RESOURCES	11
RADIO BUTTON OPTION	12
TEXT BOX	12
TEXT BOX WITH DRAG-DOWN OPTION	12
CHECKLIST BOX OPTION	13
PAPERCLIP SYMBOLS	13
RESET BUTTON	14
ADDITIONAL OPTIONS	14
FREQUENTLY ASKED QUESTIONS (FAQ)	15
I HAVENT RECEIVED MY REDCAP USERNAME YET.	15
I HAVE FORGOTTEN MY PASSWORD, HOW CAN I RESET IT?	15
MY HOSPITAL IS NOT LISTED IN THE “GECKO - TEAM REGISTRATION” PROJECT.	ERROR! BOOKMARK NOT DEFINED.
I WANT TO CHANGE THE HOSPITAL LEAD FOR THE STUDY AT MY SITE.	ERROR! BOOKMARK NOT DEFINED.
DO I NEED TO HAVE A SUPERVISING CONSULTANT?	ERROR! BOOKMARK NOT DEFINED.
DO I, AS HOSPITAL LEAD, NEED TO PUT MY NAME IN A MINI-TEAM?	ERROR! BOOKMARK NOT DEFINED.
DOES THE DATA VALIDATOR NEED TO BE A TRAINEE OR CONSULTANT?	15
WILL THE INDEPENDENT DATA VALIDATOR BE INCLUDED IN AUTHORSHIP?	15
CAN A COLLABORATOR WHO ALREADY COLLECTED DATA BE THE DATA VALIDATOR?	ERROR! BOOKMARK NOT DEFINED.



NIHR Global Health Research Unit on
Global Surgery



UNIVERSITY OF
BIRMINGHAM



THE UNIVERSITY
of EDINBURGH



CAN I AS THE HOSPITAL LEAD BE THE INDEPENDENT DATA VALIDATOR?	ERROR! BOOKMARK NOT DEFINED.	
CAN THE SAME INDIVIDUAL ACT AS A COLLABORATOR FOR MULTIPLE PERIODS?		16
I HAVE A REDCAP ACCOUNT. WHY DON'T I HAVE ACCESS TO THE DATA COLLECTION PROJECT?	ERROR! BOOKMARK NOT DEFINED.	
WHEN WILL THE COLLABORATOR LOGINS BE ISSUED?		16
MY COLLABORATORS HAVE NOT RECEIVED LOGINS YET FOR DATA COLLECTION PROJECT, WHY?	ERROR! BOOKMARK NOT DEFINED.	
WHAT IS AN ORCID AND HOW DO I REGISTER?		17



SETTING UP YOUR REDCAP ACCOUNT

Step 1: REDCap account creation email

You will be sent a REDCap login creation email titled “REDCap access granted”. Please note that this email will be sent to the email you supplied your hospital lead to fill in for you. 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 Today at 08:13

S **surgery.redcap@ed.ac.uk** <surgery.redcap@ed.ac.uk>
To: Omar Kouli (PG Research)

CAUTION: This email originated from outside the University of Dundee. Do not click links or open attachments unless you recognise the sender's email address and know the content is safe.

[This message was automatically generated by REDCap]

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

[Set your new REDCap password](#) Click here to set your password.

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.

REDCap
Set Your Password

Your password has not been set yet or has been reset. You will need to set your password here to whatever value you wish. Please enter your desired password below and click the 'Submit' button. Once your password has been set, you may use it with your username whenever you log in to REDCap. Please make sure that you write down or remember your new password for future use. **The 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.**

Username: omarkouli.test
Password:
Re-type password:

Submit

Enter password here.

Click submit when done

REDCap 13.6.1 - © 2023 Vanderbilt University

ADDING NEW PATIENT DATA ON REDCAP

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 – Data Collection” project to enter your details, your team details and complete the site survey.

1-Click “My projects”

2-Click on GECKO - Data Collection

Project Title	Records	Fields	Instruments	Type	Status
GECKO - Data Collection	0	172	8 forms		

Step 4: Record Status Dashboard

Once you are in the “GECKO – Data Collection” project, click on the “Record Status Dashboard” to access the forms you require to fill.

Click here!

User	Expires
adermanis.gecko (Alex Dermanis)	never
ana.gecko (Ana Turna)	never
dbadran.gecko (Dania Badran)	never
egriffiths.gecko (Ewen Griffiths)	never
eharrison (Ewen Harrison)	never
hspiars.gecko (Harry Spiers)	never
jbuchanan.gecko (John Buchanan)	never
jsmith.gecko (James Halle-Smith)	never
lhall.gecko (Lewis Hall)	never

Records in project	Total: 0 / In group: 0
Most recent activity	21-07-2023 17:17
Space usage for docs	0.20 MB

Step 5: Adding Data Records

Click on “Add new record” to add a new patient data entry. If you have not entered any patient data yet, your Record ID will show “No records exist yet”. This is normal.

REDCap
 Logged in as weehan.gecko.test
 Log out
 My Projects
 REDCap Messenger
 Contact REDCap administrator
 Project Home and Design
 Project Home · Codebook
 Project status: Development
 Data Collection — test
 Record Status Dashboard
 Add / Edit Records
 Applications
 Field Comment Log
 Help & Information
 Help & FAQ
 Video Tutorials
 Suggest a New Feature
 Contact REDCap administrator

GECKO - Data Collection PID 98

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.

Dashboard displayed: [Default dashboard] v
 Displaying record 0 of 0 records 100 records per page

+ Add new record **Click here!**

Displaying: Instrument status only | [Lock status only](#) | [All status types](#)

Record ID	Pre-op data fields	Intra-op data fields	30-day outcomes	BDI data fields	Histology data fields	One-year outcomes	Include or exclude Record
No records exist yet							

Legend for status icons:
 ● Incomplete ○ Incomplete (no data saved) ?
 ● Unverified
 ● Complete

Step 6: Accessing sections of the data collection form

Click on the white circle under the “Status” column on the data collection instrument to access the respective section you are trying to access.

REDCap
 Logged in as weehan.gecko.test
 Log out
 My Projects
 REDCap Messenger
 Contact REDCap administrator
 Project Home and Design
 Project Home · Codebook
 Project status: Development
 Data Collection — test
 Record Status Dashboard
 Add / Edit Records
 Record ID 12874-1
 Applications
 Field Comment Log
 Help & Information
 Help & FAQ
 Video Tutorials
 Suggest a New Feature
 Contact REDCap administrator

GECKO - Data Collection PID 98

Record Home Page

Record “12874-1” 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.

NEW Record ID 12874-1

Data Collection Instrument	Status
Pre-op data fields	○
Intra-op data fields	○
30-day outcomes	○
BDI data fields	○
Histology data fields	○
One-year outcomes	○
Include or exclude Record	○

Legend for status icons:
 ● Incomplete ○ Incomplete (no data saved) ?
 ● Unverified
 ● Complete

Click here!

Step 7: Fill up the data record form

You can now fill up the data record form following the instructions shown on the form.

The screenshot shows the REDCap interface for the GECKO Data Collection project. The user is logged in as weehan.gecko.test. The main content area displays the record ID 12874-1 and a welcome message. An important note states: "Please only enter data if you have local approval/ethics in place, if you have requested ethics and this is in process, please store data locally and only enter it to REDCap once ethics has been approved". Below this, there is a section for selecting the data collection period, with radio buttons for various time periods. A question asks "Under which data collection period did this patient have surgery?" with a dropdown menu. The interface also includes a sidebar with navigation options and a top right corner with "Save & Exit Form" and "Save & ..." buttons.

Step 8: Saving form progress

If you are done with filling up the form or would like to exit, there are multiple options of saving your progress on REDCap:

“Save and Exit Form”: Clicking on this will save your progress on the form and will also exit the form, bringing you back to Records Home Page.

Click on the down arrow next to “Save and Exit Form” to access more save options such as:

“Save and Stay”: Clicking on this will save your progress on the form but you will remain on the form

“Save and Go To Next Form”: Clicking on this will save your progress on the form and bring you to the next section of the patient data record

“Save and Exit Record”: Clicking on this will save your progress on the form and bring you to the Add/Edit Records page.



“Save and Go to Next Record”: Clicking on this will save your progress on the form and bring you to your next patient record entry. If you do not have other patient records, it will bring you back to the Add/Edit Records page.

“Cancel”: Clicking on this **will NOT save your progress** on the form and will bring you back to the Records Home Page.

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.

The screenshot shows a web form with several sections:

- Days between decision to operate and surgery performed**: A text input field containing the number '1'. A red arrow points to the 'Save & Exit Form' button with the text 'Save options also found here'.
- Urgency of surgery**: Radio buttons for 'Elective' (selected), 'Delayed', and 'Emergency'. A red arrow points to the 'Save & ...' button with the text 'Save options found here'.
- Indication of surgery**: Radio buttons for 'Biliary colic', 'Acute calculous cholecystitis', 'Acalculous cholecystitis', 'Chronic calculous cholecystitis', 'Gallstone pancreatitis', 'Common Bile Duct (CBD) stone' (selected), 'Gallbladder polyp', and 'Dyskinesia'. A red arrow points to the 'Save & ...' button with the text 'Click down arrow to access more options'.
- Form Status**: A yellow bar with the text 'Form Status'.
- Complete?**: A dropdown menu currently set to 'Incomplete'. A red arrow points to the 'Save & ...' button with the text 'Save options found here'.
- Bottom Buttons**: A row of buttons including 'Save & Exit Form', 'Save & ...', and '- Cancel -'. A red arrow points to the 'Save & ...' button with the text 'Click down arrow to access more options'. A dropdown menu is open below it, showing options: 'Save & Stay', 'Save & Go To Next Form', 'Save & Exit Record', and 'Save & Go To Next Record'.

Step 9: Accessing other sections of the data record

Once, you save and exit the form, You can continue on to other sections. Click the button for any section you would like to access. Alternatively, you can first click on Record Status Dashboard, then click on the section you would like to access.

REDCap
 Logged in as weehan.gecko.test
 Log out
 My Projects
 REDCap Messenger
 Contact REDCap administrator

Project Home and Design
 Project Home · Codebook
 Project status: Development

Data Collection — test
 Record Status Dashboard
 Add / Edit Records
 Record ID 12874-1
 Period 6: 9th Oct - 22nd Oct 2023

Applications
 Field Comment Log

Help & Information
 Help & FAQ
 Video Tutorials
 Suggest a New Feature
 Contact REDCap administrator

GECKO - Data Collection PID 90

Record Home Page

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
 Complete

Record ID 12874-1 successfully added.

Record ID 12874-1 Period 6: 9th Oct - 22nd Oct 2023

Data Collection Instrument	Status
Pre-op data fields	Incomplete
Intra-op data fields	Incomplete (no data saved)
30-day outcomes	Incomplete (no data saved)
BDI data fields	Incomplete (no data saved)
Histology data fields	Incomplete (no data saved)
One-year outcomes	Incomplete (no data saved)
Include or exclude Record	Incomplete (no data saved)

Click here!

OR

REDCap
 Logged in as weehan.gecko.test
 Log out
 My Projects
 REDCap Messenger
 Contact REDCap administrator

Project Home and Design
 Project Home · Codebook
 Project status: Development

Data Collection — test
 Record Status Dashboard
 Add / Edit Records

Applications
 Field Comment Log

Help & Information
 Help & FAQ
 Video Tutorials
 Suggest a New Feature
 Contact REDCap administrator

GECKO - Data Collection PID 90

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 Incomplete (no data saved) ?
 Unverified
 Complete

Dashboard displayed: [Default dashboard]
 Page 1 of 1: "12874-1" through "12874-1" of 1 records ALL (1) records per page

Displaying: Instrument status only | Lock status only | All status types

Record ID	Pre-op data fields	Intra-op data fields	30-day outcomes	BDI data fields	Histology data fields	One-year outcomes	Include or exclude Record
12874-1 Period 6: 9th Oct - 22nd Oct 2023	Incomplete	Incomplete (no data saved)	Incomplete (no data saved)	Incomplete (no data saved)	Incomplete (no data saved)	Incomplete (no data saved)	Incomplete (no data saved)

Click here! 1

Click here! 2

ORIENTATING REDCAP ICONS AND SYMBOLS

There are multiple different symbols and options types in our form. Please read properly to familiarize yourself with the different symbols and their meaning.

Ethical Approvals and Data Resources

In the Pre-op data fields, there are 3 distinct icons at the top of the form. These are data collection resources available on our form for easy access. Clicking on the Globe icon will bring you to our study website. Clicking on the white blank page icon will bring you to our study protocol. Clicking on the green page icon will bring you to our GECKO Case Report Form.

IMPORTANT: If you have requested ethics and this is in process, please store data locally and only enter it to REDCap once ethics has been approved. **Do NOT enter any data into REDCap if you have not obtained any necessary ethics approval.** If your local guidelines/ethics do not require any approval, you can continue entering data.

The screenshot displays the REDCap interface for the GECKO study. The main content area is titled 'Pre-op data fields' and shows 'Adding new Record ID 12874-1'. Below this, there is a 'Welcome to the Data Collection project' message and an 'IMPORTANT NOTE BEFORE ENTERING DATA' section. The 'Data Collection Period' section is visible, with a list of radio button options for different time periods. Three red arrows point to icons in the top right of the main content area: 'Access Study website' (globe icon), 'Access Protocol' (white page icon), and 'Access CRF' (green page icon). A 'Save & Exit Form' dialog box is visible in the top right corner.

Radio button option

The image below shows a section of the form with radio buttons as an option. They are options with a circle. Forms with radio buttons only allow **ONE answer** to be selected under the section.

Data Collection Period ✕

Under which data collection period did this patient have surgery?

* must provide value

Radio button option

Period 1: 31st Jul - 13th Aug 2023

Period 2: 14th Aug - 27th Aug 2023

Period 3: 28th Aug - 10th Sept 2023

Period 4: 11th Sept - 24th Sept 2023

Period 5: 25th Sept - 8th Oct 2023

Period 6: 9th Oct - 22nd Oct 2023

Period 7: 23rd Oct - 5th Nov 2023

Period 8: 6th Nov - 19th Nov 2023

[reset](#)

Text box

The image below shows a section of the form with a text box as an option. You can type in any number into the text box as an answer.

Patient Characteristics ✕

Age

* must provide value

Text box option

Whole years at the time of operation

Text box with drag-down option

The image below shows a section of the form with a text box with drag-down option. Please click on the down arrow to access the available options.

ASA grade

[ASA grade descriptions found here](#)

* must provide value

▾

Click here!

Checklist box option

The image below shows a section of the form with a checklist box as an option. These are options with a **square** instead of a circle. You can **select MULTIPLE options with the checklist box**.

However, if you select “**None of the above**” or “**None**”, you cannot select any other option.

Click here!

Myocardial Infraction (MI)

Congestive Heart Failure (CHF)

Peripheral Vascular Disease (PVD)

Cerebrovascular Accident (CVA) or Transient Ischaemic Attack (TIA)

Dementia

Chronic Obstructive Pulmonary Disease (COPD)

Connective Tissue Disease (CTD)

Peptic Ulcer Disease (PUD)

Hemiplegia

Leukaemia

Lymphoma

Acquired Immunodeficiency Syndrome (AIDS)

Diabetes Mellitus

Solid Tumour

Liver Disease

Chronic Kidney Disease (CKD)

None of the Above

Comorbidities

Tick all that apply

* must provide value

Paperclip symbols

The image below shows a section of the form with a paperclip. Clicking on the paperclip will open a new window with more information on the required section.

Urgency of surgery

Surgery urgency definitions found here

Elective Delayed Emergency

reset

* must provide value

Click here!

Reset button

At the end of each segment of the form, there is a reset button. Clicking on this button will clear all selected options in the segment.

Critical care admission

Yes
 No

* must provide value

Click here! reset

Additional options

When you click certain answer options, you may find that additional questions may appear. This is normal and not a cause of concern. Please fill up the additional questions that appear on the form.

Editing existing Record ID 12874-1. Period 6: 9th Oct - 22nd Oct 2023

Record ID: 12874-1

Historical specimen sent for examination
 Yes, sent for examination
 No, not sent for examination

* must provide value

Indication for sending specimen for histological examination
 Routine
 Selective

* must provide value

Time from index cholecystectomy to histology result

Number of days (0 = day of index operation)

* must provide value

Histology result
 Benign
 Malignant

* must provide value

Form Status

Complete?

Save & Exit Form
Save & Go To Next Record
- Cancel -

VS

Editing existing Record ID 12874-1. Period 6: 9th Oct - 22nd Oct 2023

Record ID: 12874-1

Historical specimen sent for examination
 Yes, sent for examination
 No, not sent for examination

* must provide value

💡 You have completed all required questions in this form

Form Status

Complete?

Save & Exit Form
Save & Go To Next Record
- Cancel -

FREQUENTLY ASKED QUESTIONS (FAQ)

I haven't received my REDcap username yet.

Please check your inbox and spam/junk folders first. If not received, then please contact your hospital lead to ensure they have completed the **mini-team registration** and inputted the correct **ORCID ID and email address**. Errors with these will lead to a delay in REDcap logins being issued.

If this issue persists, please email geckoredcap@gmail.com 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.

Do I need an ORCID ID to participate in the study?

Each data collector, independent validator and hospital lead will require an ORCID ID to participate in the study. This is a unique identifier which will ensure you are included correctly in authorship. Registering an ORCID ID takes only a minute. Please see the final page for more information on how to do this correctly.

I have forgotten my password, how can I reset it?

Email us on geckoredcap@gmail.com using the email you registered in and we will reset your password.

My hospital lead is not replying to my emails, what should I do?

Please email us on geckostudy@gmail.com and we will contact them to get in touch with yourselves.

I am an independent data validator, can I take part in data collection?

As a data validator, your role is to ensure the data collected by each individual is robust and valid at each site. Therefore you cannot also take part in data collection.

Does the data validator need to be a trainee or consultant?

Yes, this is to ensure that the data quality is high.

Will the independent data validator be included in authorship?

Yes, of course.



Can I participate in multiple periods?

Yes, absolutely.

When will the collaborator logins be issued?

Logins will start to be issued one week before the start of your data collection period.

When does the first day of follow up begin?

The day of surgery is considered to be day zero, so the first day of follow up would begin 24 hours after the operation.

Do I have to complete 30 day follow up within 30 days?

No, you can collect this data after 30 days. We are interested in the events that happen within the 30 days, but the way you wish to collect this data is completely up to you. A similar case applies to one year follow up.

Is participating in one year follow up mandatory?

It is important to ensure the follow up for patients is complete. Note, 95% of the data collection should be complete for each record to be valid in the study.

How should I ensure that I can follow patients up after a year?

We strongly advise to keep a record of the identifiers for the patients you have collected data for, so they can be followed up after a year. If you are unlikely to be working at the site at this time, you can provide this record to the hospital lead or supervising consultant, to ensure continuity of data collection.

How should I follow patients up?

It is important that you do not change your practice as a result of this study. Therefore contacting patients directly is not recommended if you would not routinely do this after 30 days or a year. Instead, it is better to review clinical records to check histology, scans, further re-admissions or other events which potentially have happened within the follow-up timeframe at 30 days and at one year.



What is an ORCID and how do I register?

To register on REDCap, all members 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 ensure you have sent this identifier 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 you set your 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”.**

The screenshot shows the ORCID account settings page. The ORCID logo is at the top left. The user profile dropdown is at the top right, showing the user's name 'Wee Han Ng' and the language 'English'. The 'Account settings' menu is open, showing options for 'Inbox (0)', 'Account settings', 'Trusted parties', 'Developer tools', and 'Logout'. The 'Account settings' page is displayed, showing the user's ORCID ID 'https://orcid.org/0000-0002-6037-1562'. The 'Account settings' section is expanded, showing 'Email frequency', 'Language', and 'Visibility'. The 'Visibility' section is selected, showing the question 'By default, what visibility should be given to new items added to your ORCID Record?'. The 'Everyone (87% of users choose this)' option is selected with a radio button. The 'Trusted Organizations (5% of users choose this)' and 'Only me (8% of users choose this)' options are also visible. A link for 'More information on visibility settings' is at the bottom.