Global Evaluation of Cholecystectomy Knowledge and Outcomes

GECKO

An international prospective cohort study on cholecystectomy

REDCap guide for Mini-team members
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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 email](image)

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](link)  [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.
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.

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.
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.

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.
Step 7: Fill up the data record form

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

Step 8: Saving form progress

If you are done with filling up the form or would like to 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.
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.

OR
ORIENTATING REDCAP ICONS AND SYMBOLS

There are multiple different symbols and options types in our form. Please read properly to familiarize youself 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 will bring you to our study protocol. Clicking on the green page 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.
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

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 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.
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.

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.
**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.

**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.
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.

geckostudy@gmail.com  |  @gecko_study  |  www.globalsurgeryunit.org
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”.

![Diagram of ORCID process]

1. Search
2. Account settings
3. Visibility
4. Everyone (87% of users choose this)