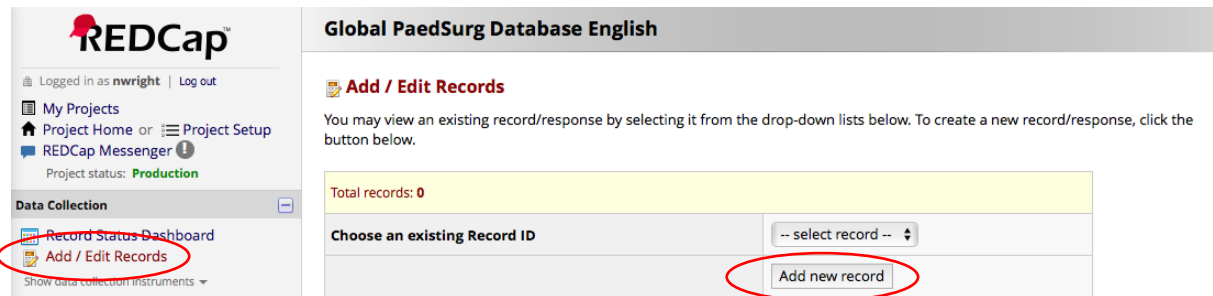


Global PaedSurg Study: REDCap User Guide

Entering Patient Data

Please click on the icon ‘Global PaedSurg Database English’. The screen below will then show. To add a patient to the data collection tool firstly select ‘Add/ Edit Records’ on the left hand side, then select ‘Add new record’ in the centre of the screen as shown below.



The screenshot shows the REDCap interface for the 'Global PaedSurg Database English' project. On the left sidebar, the 'Add / Edit Records' option is circled in red. The main content area has a header 'Global PaedSurg Database English' and a sub-header 'Add / Edit Records'. Below this, there is a text instruction: 'You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.' A yellow box indicates 'Total records: 0'. Below that is a form with a label 'Choose an existing Record ID' and a dropdown menu showing '-- select record --'. At the bottom of the form, the 'Add new record' button is circled in red.

Simply click the boxes, select answers from the drop down menus, or add free text to complete the form.

If you do not have all the required data initially, you can select ‘incomplete’ at the bottom of the form and come back to complete the data at a later date. A printable Word document with the data collection form will be provided if you wish to collect data on paper first and later upload to REDCap. You can also collect data using the REDCap App on your Smartphone. A separate step-by-step guide on how to set up the App will be provided.

Of note, all collaborators within an institution will be able to see the patients entered onto the REDCap website. A separate confidential log, with the study patients’ name, date of birth, local hospital number and REDCap ID should be kept by the study team to ensure there are no duplications of patients in the study. This will be difficult to see on REDCap alone since no patient identifiable data can be entered. The patient log is also vital for identifying patients at a later date if your centre is selected for validation.

On the REDCap App, you will not be able to see patients entered by other collaborators within your team and hence it is vital that you co-ordinate regarding who is collecting data on which patients.

Completing the Collaborator Survey

You will be emailed a link to complete the survey by the Principal Investigator. This will only take approximately 5-10 minutes. Please ensure the institutional study lead undertakes the survey and one other collaborator from the team.

Help and Advice

Please contact your local Country Lead or email Global.PaedSurg5@gmail.com if you have any questions regarding the use of REDCap.