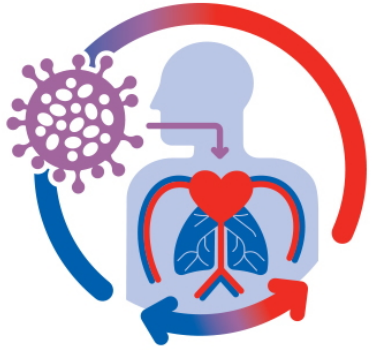
ISARIC

REDCap™



COVID-19 Critical Care Consortium

Incorporating ECMOCARD

UK Sites REDCap Data Entry Guide

Version 1, 10.07.20

CONTACTS:

Data queries: ECMOCARD@health.qld.gov.au

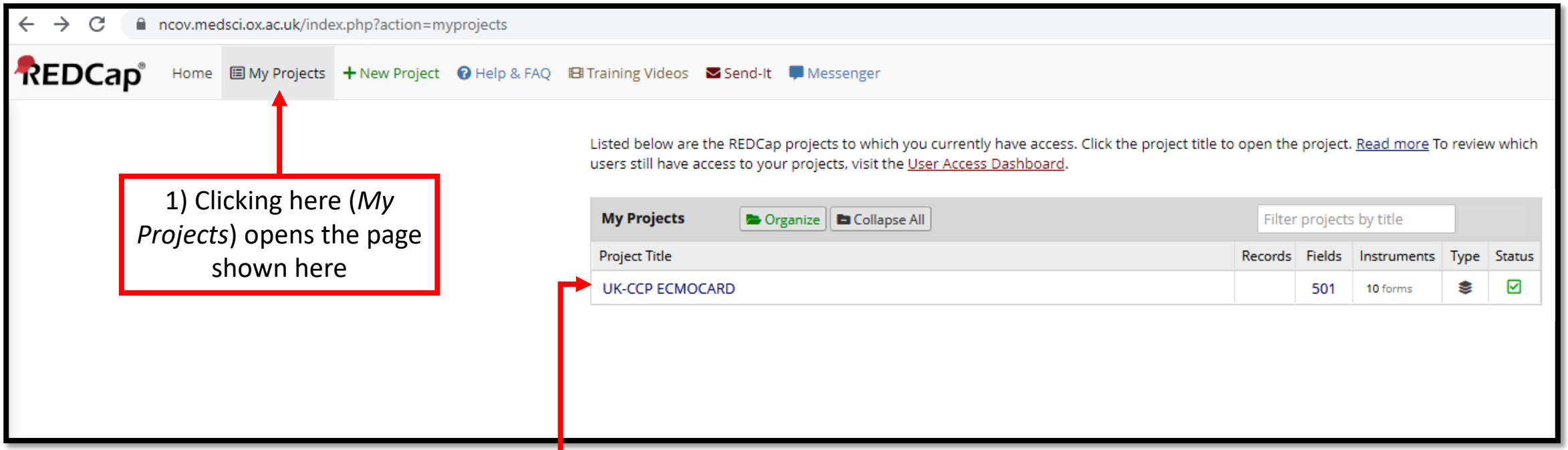
Database queries: ncov@isaric.org

Access to ECMOCARD Project

- Access to the ECMOCARD REDCap Project is controlled via individual user accounts that are created once ethics and regulatory approvals have been received. Please contact ECMOCARD@health.qld.gov.au who will organise access
- Passwords
  - When your access to UKCCP – ECMOCARD is granted you will receive an email confirming your access. (Please check your junk mail after a few days just incase)

Logging in to REDCap

Accessing Your Project

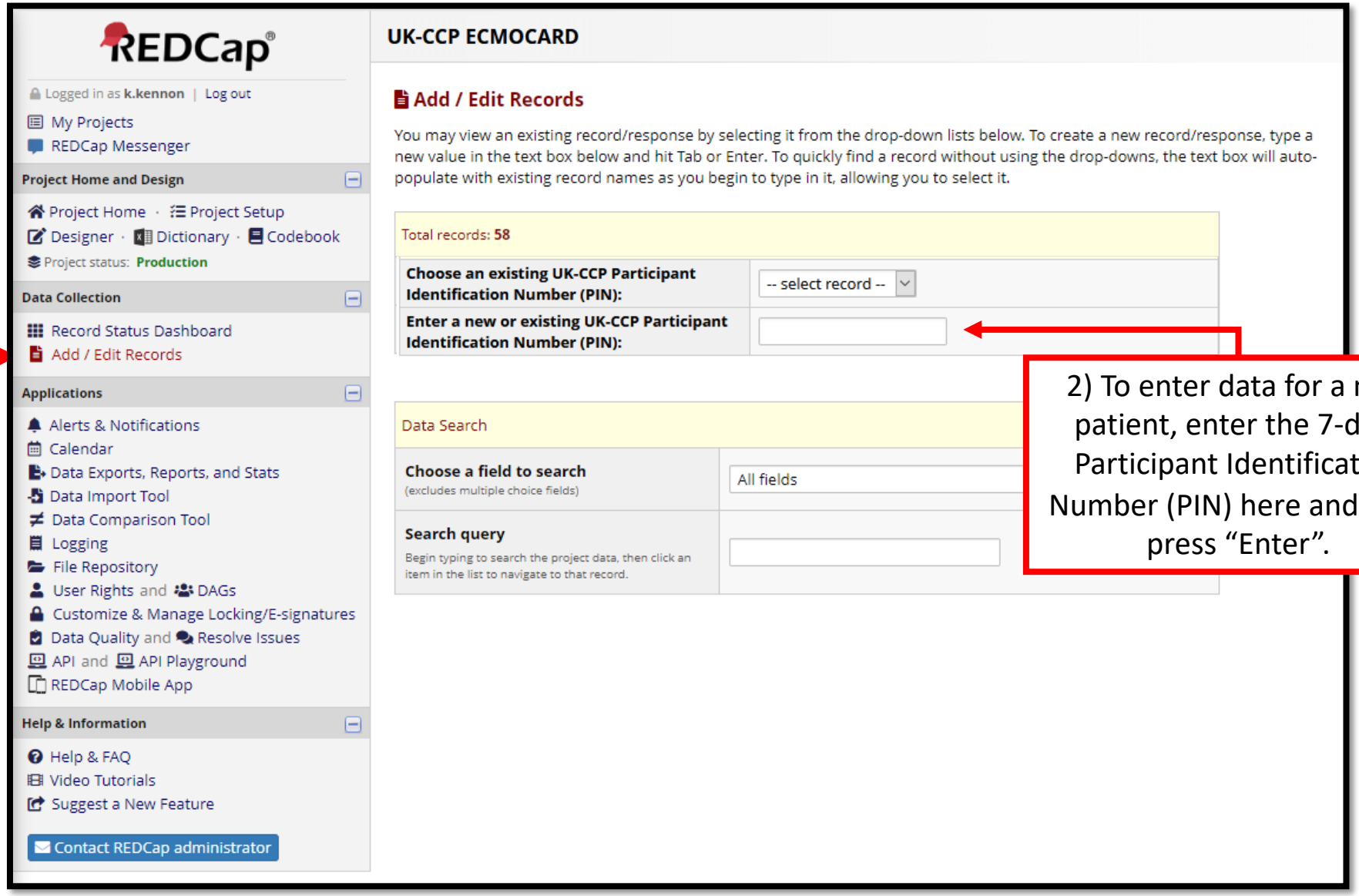


1) Clicking here (*My Projects*) opens the page shown here

2) Click here (*UK-CCP ECMOCARD*) to access the project

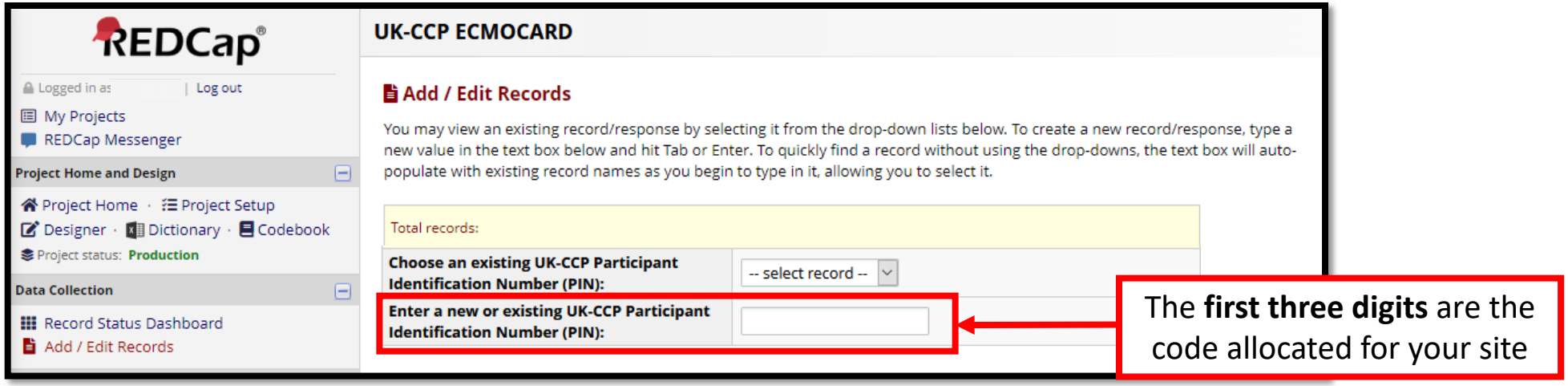
Adding a New Participant Record – Step 1

1) Clicking here (*Add / Edit Records*) opens the page shown here

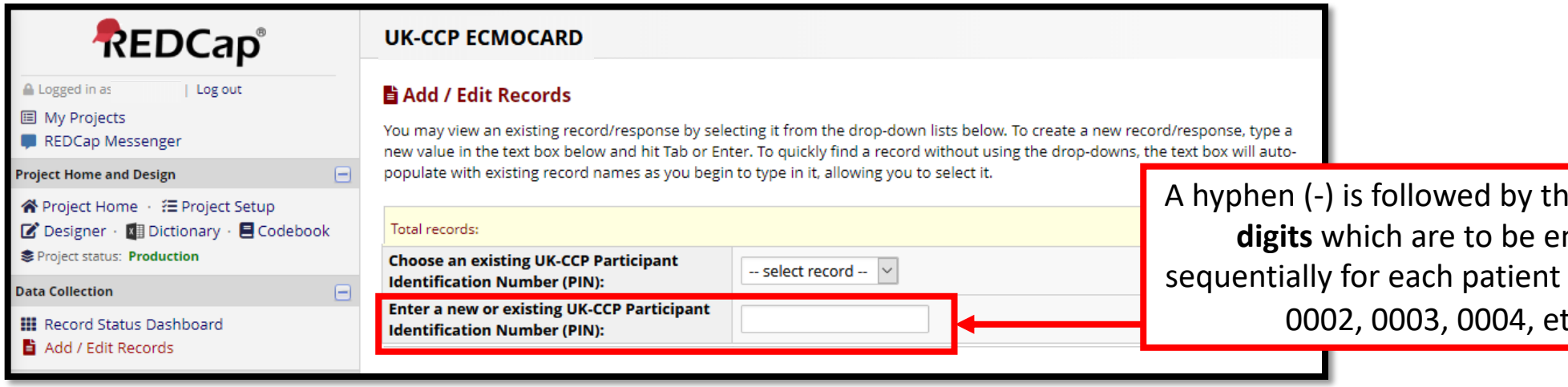


2) To enter data for a new patient, enter the 7-digit Participant Identification Number (PIN) here and then press “Enter”.

The Participant Identification Number (PIN)

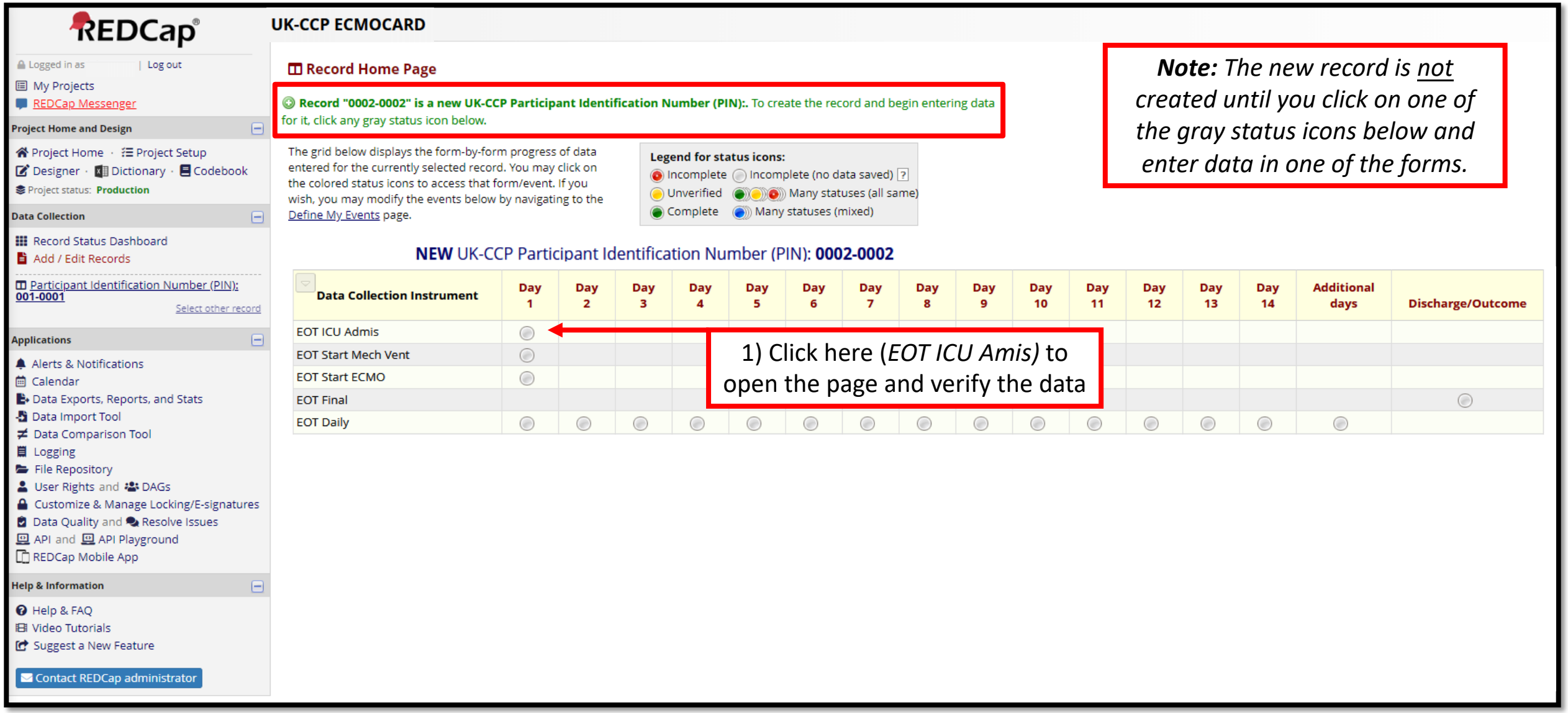


The **first three digits** are the code allocated for your site

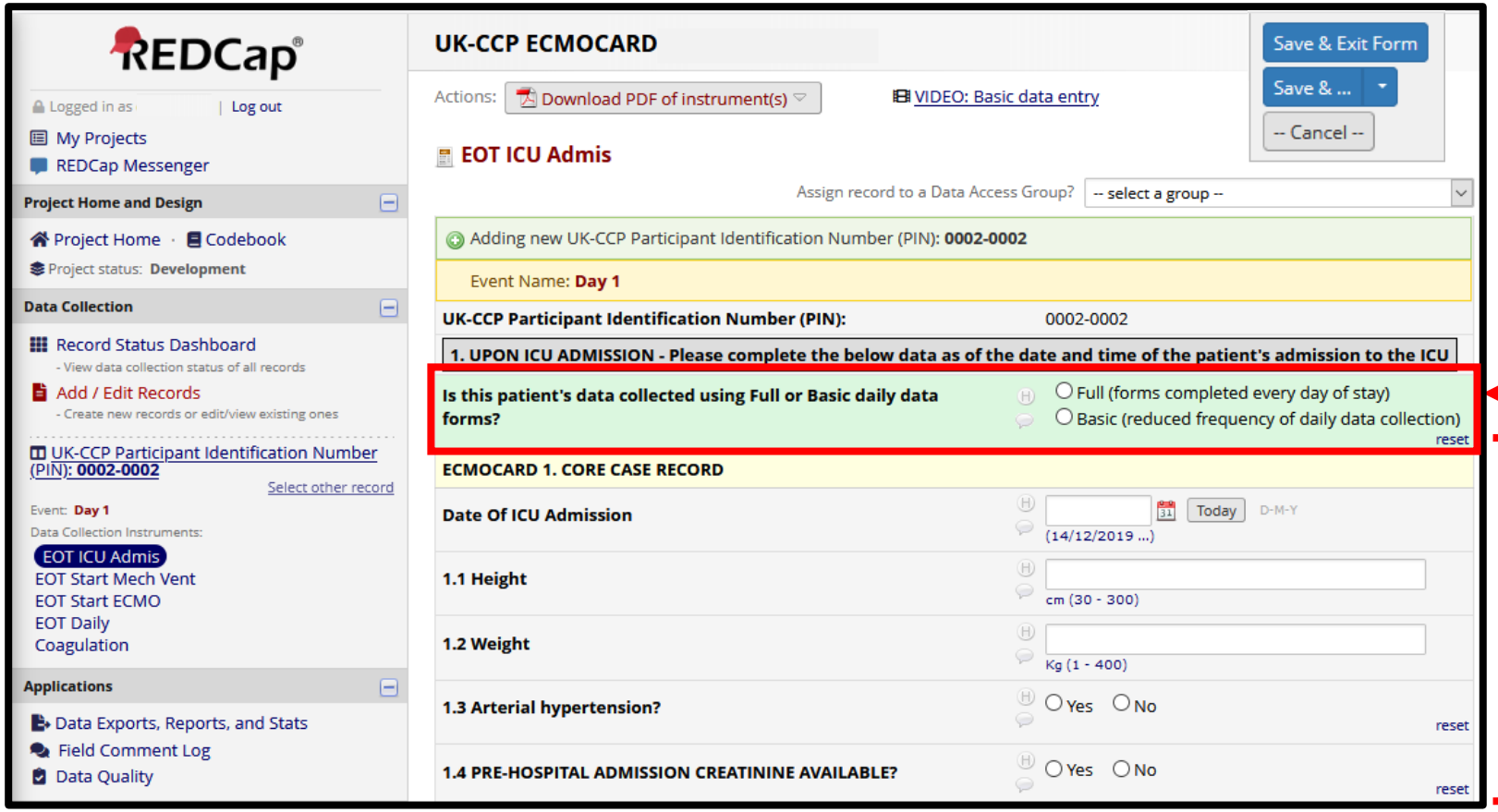


A hyphen (-) is followed by the **final four digits** which are to be entered sequentially for each patient (e.g., 0001, 0002, 0003, 0004, etc.)

Adding a New Participant Record – Step 2



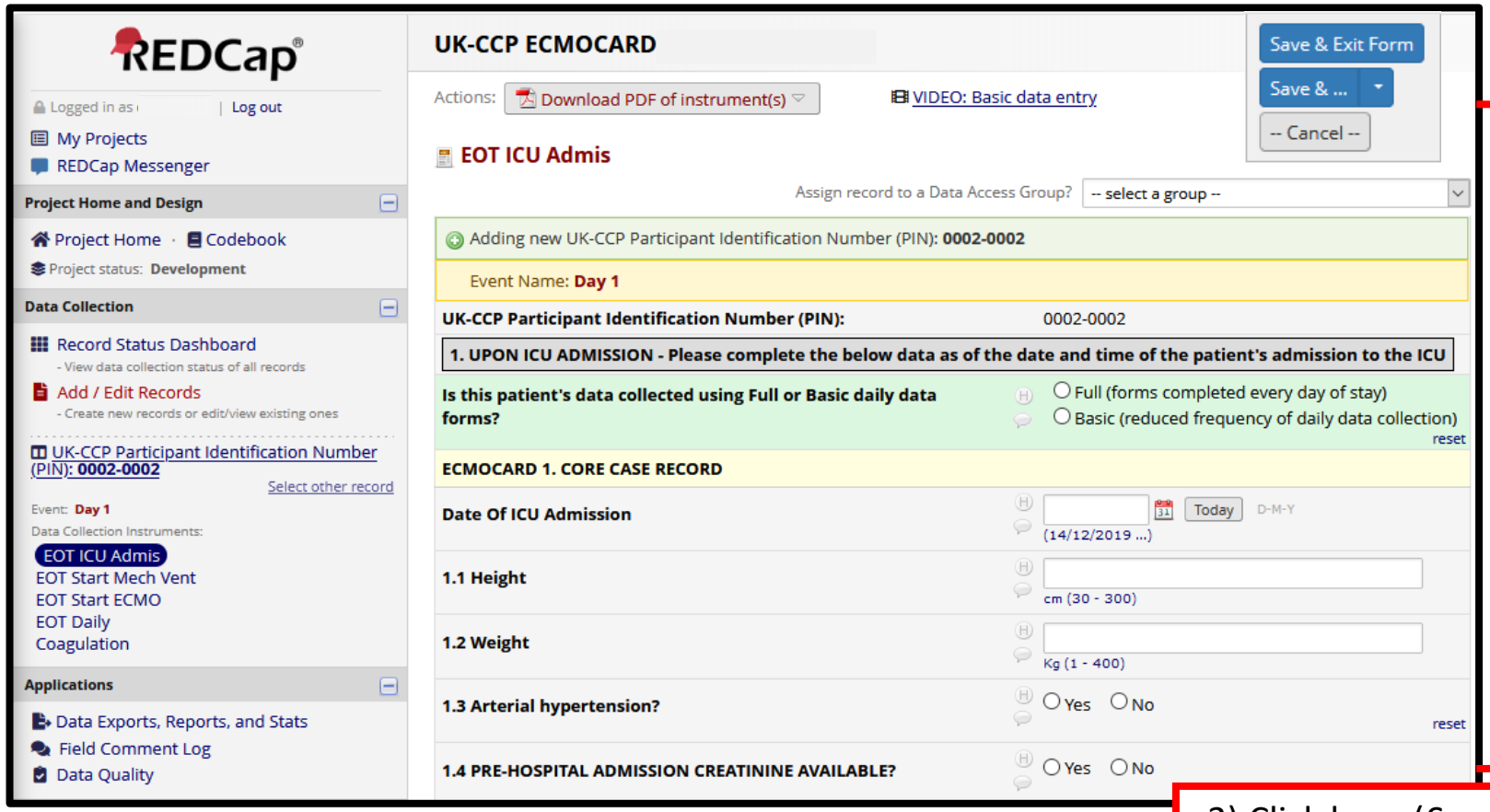
Adding a New Participant Record – Step 3



Select the Full or Basic CRF option here.

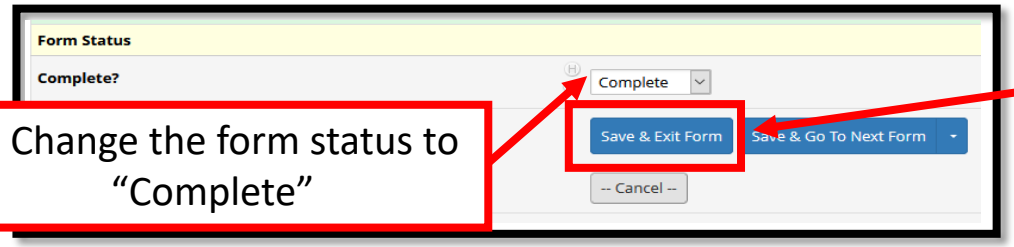
1) Complete all data entry fields

Saving a Form



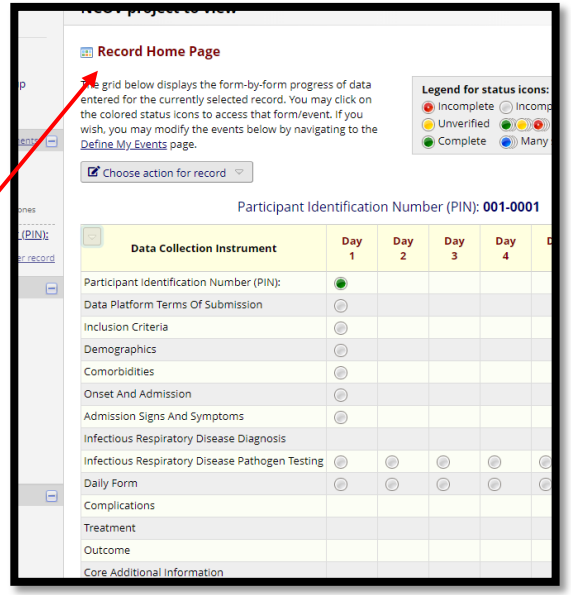
***Note**: There are other options to save (see next page for descriptions)*

1) Complete all data entry fields:



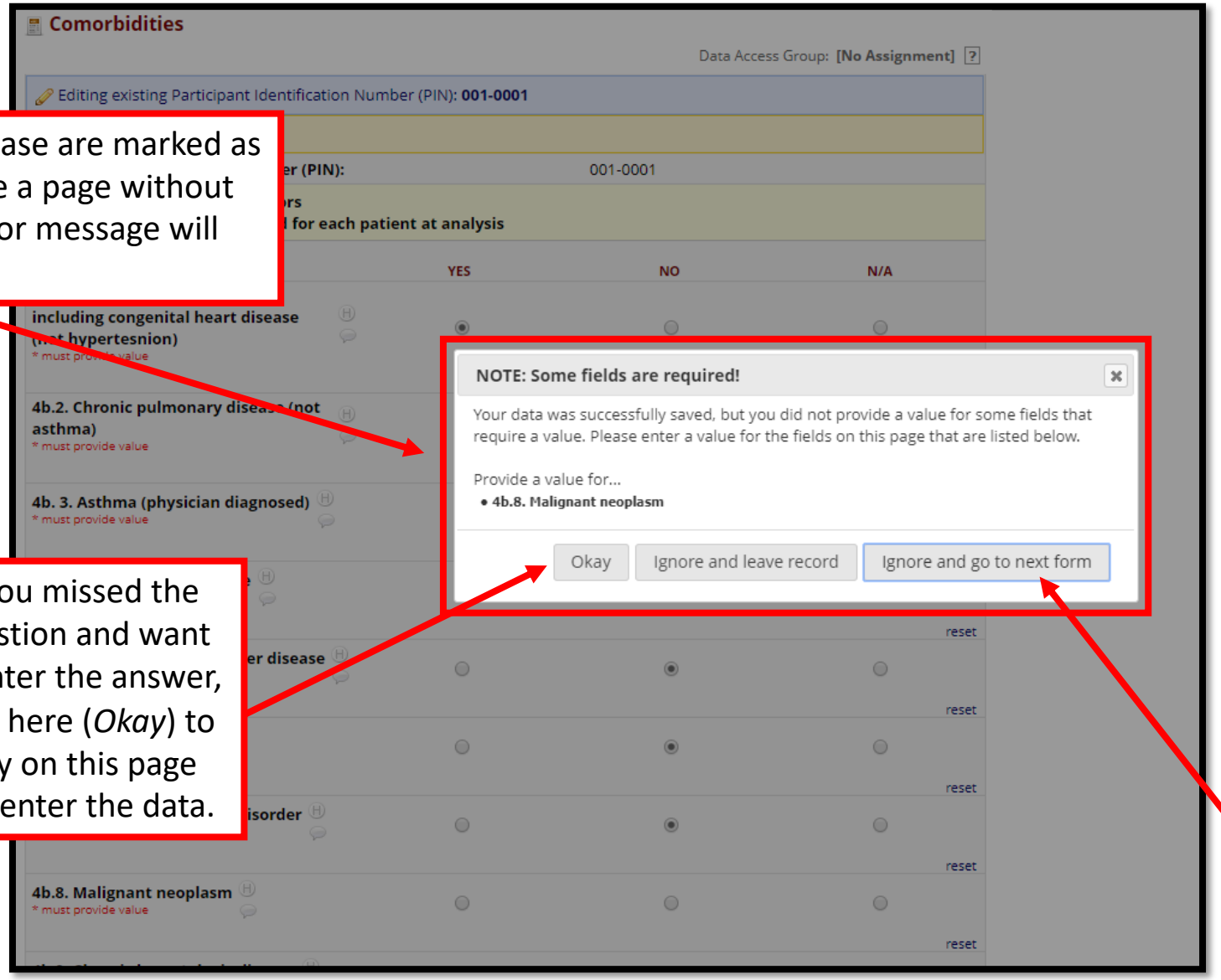
2) Change the form status to "Complete"

3) Click here (*Save & Exit Form*) to save the form and exit back to the Record Home Page for this patient.



Data Entry – Required Questions

Most questions in the database are marked as *Required*. If you try to save a page without completing them this error message will appear:

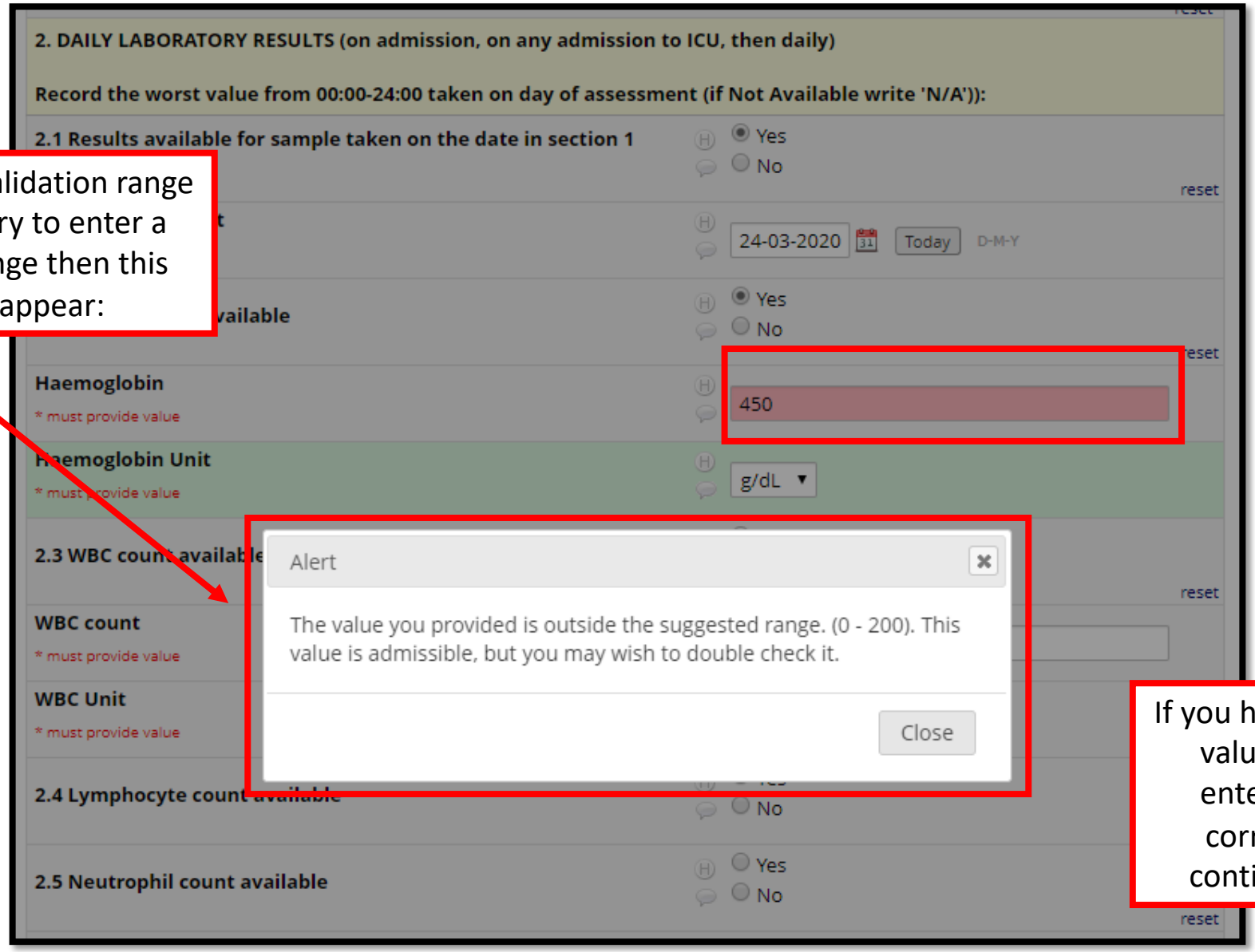


If you missed the question and want to enter the answer, click here (*Okay*) to stay on this page and enter the data.

If you meant to leave the question blank, click here (*Ignore and go to next form*) to continue data entry.

Data Entry – Results Out of Range

Some questions have a validation range for data quality. If you try to enter a value outside of this range then this error message will appear:



If you have entered the wrong value, change what you entered. If your value is correct, click *Close* and continue with data entry.

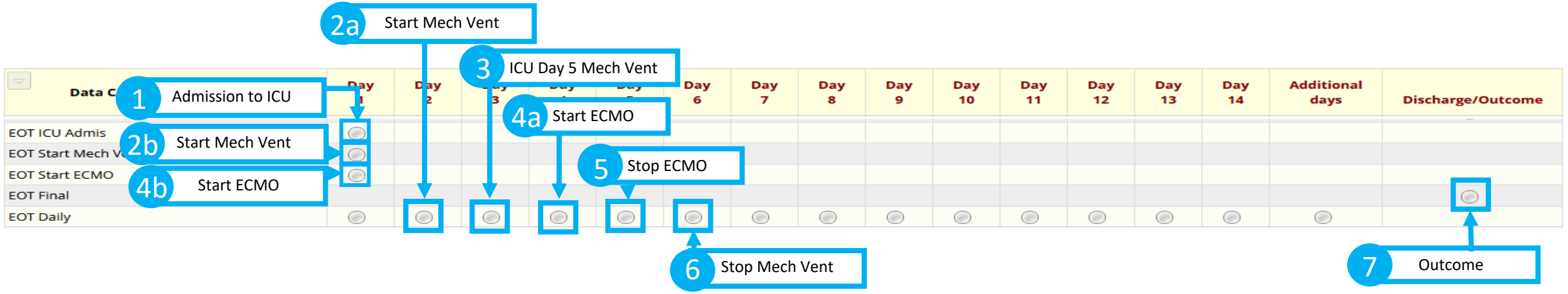
Data Entry Schedule Full CRF

1) Data from when the patient is admitted and at key events

Data Collection Instrument	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Additional days	Discharge/Outcome
EOT ICU Admis	○															
EOT Start Mech Vent	○															
EOT Start ECMO	○															
EOT Final																○
EOT Daily	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	

2) To be completed every day until discharge or death

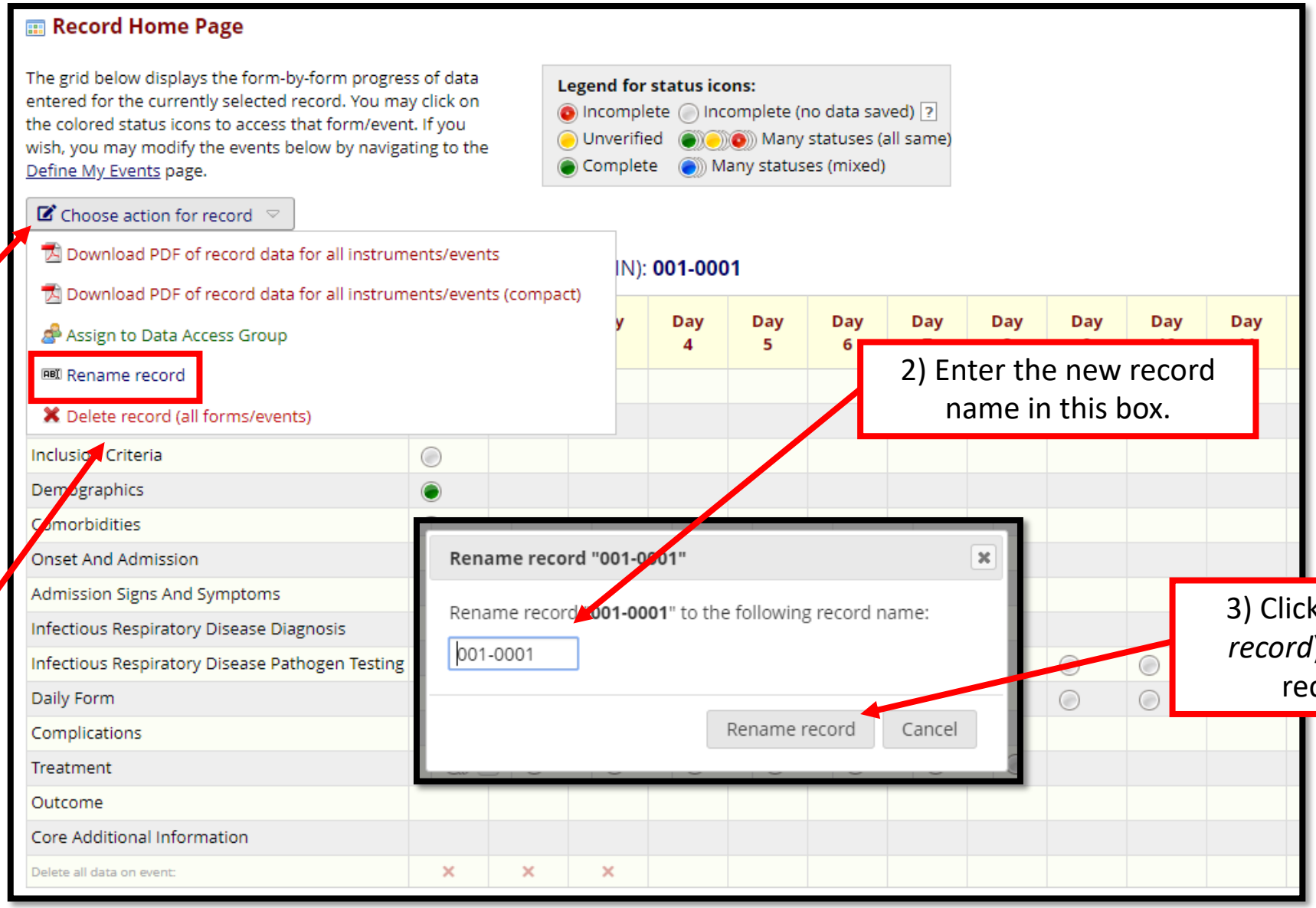
Data Entry Schedule Basic CRF



The basic CRF negates daily completion of the daily EOT form, you will complete the form for the events highlighted above in blue. Across a 40 day ICU admission you will complete 5 EOT Daily forms rather than 40.

Data – Renaming a Record

You may sometimes need to rename a record

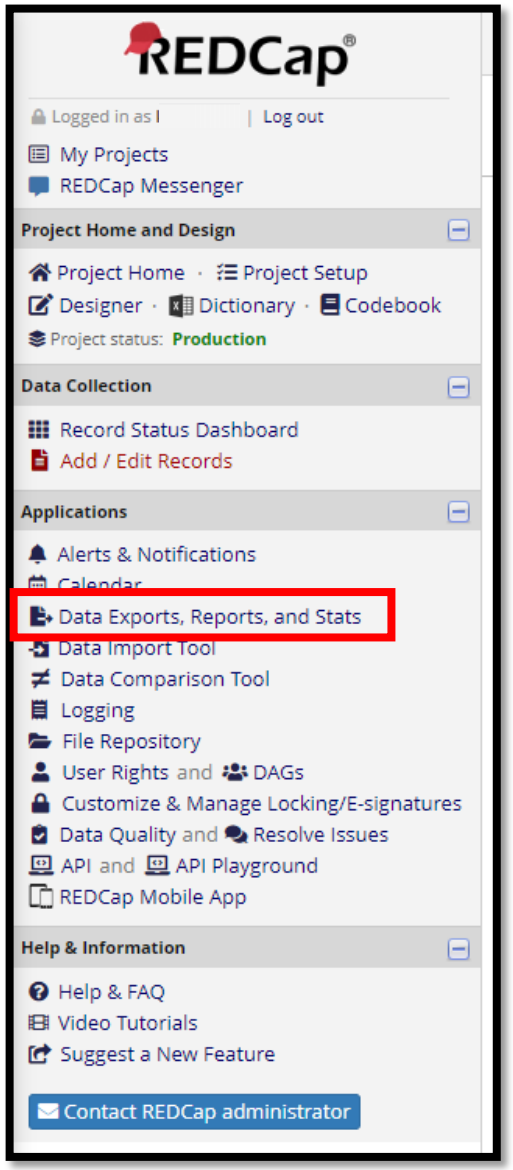


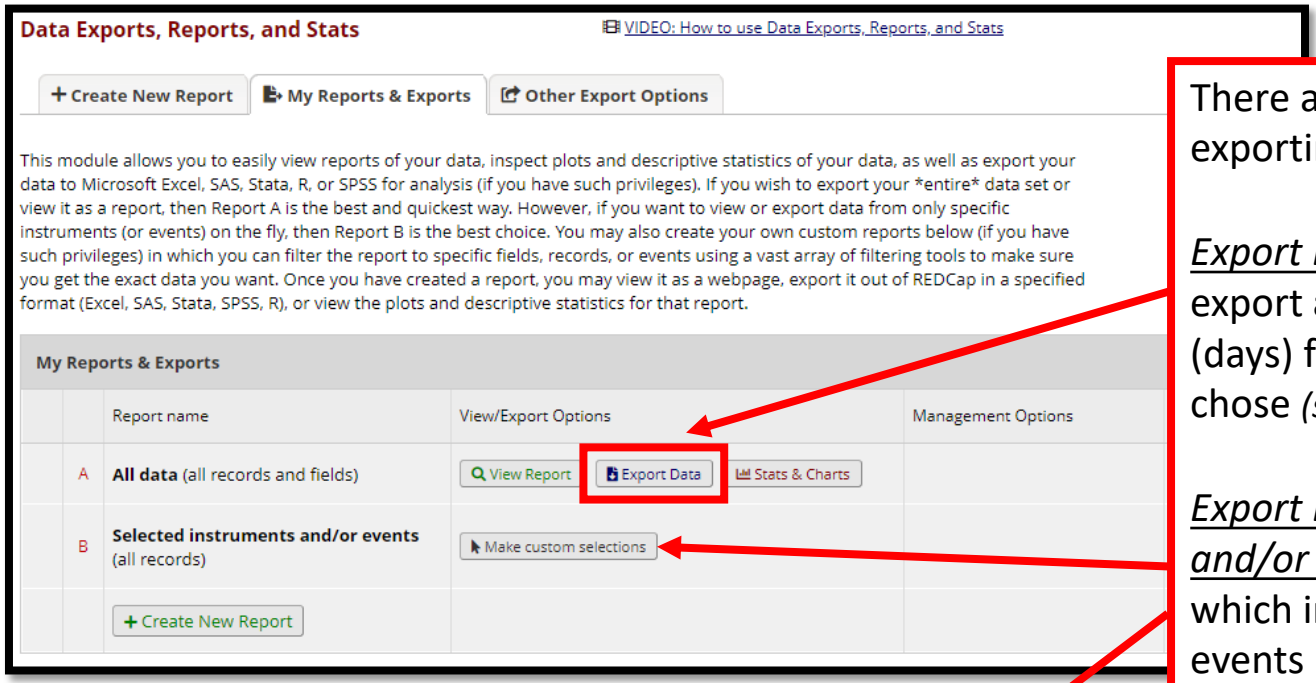
1) Click here (*Choose action for record)* to open a dropdown and then click here (*Rename record).*

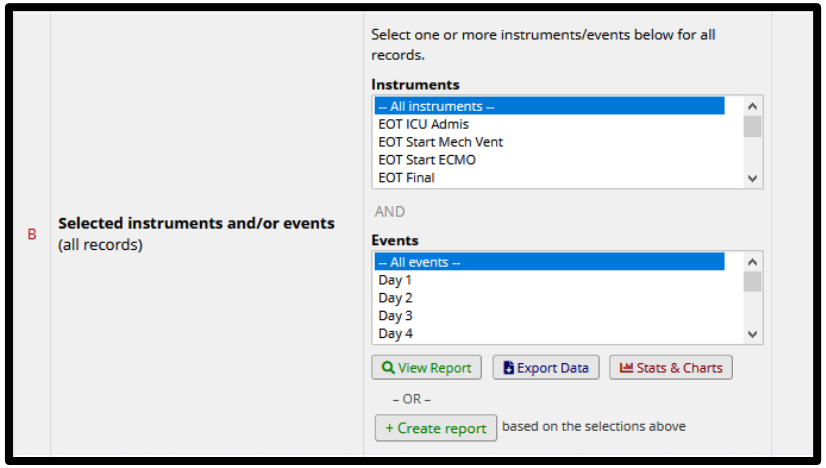
2) Enter the new record name in this box.

3) Click here (*Rename record*) to change the record name.

Data – Exporting Data





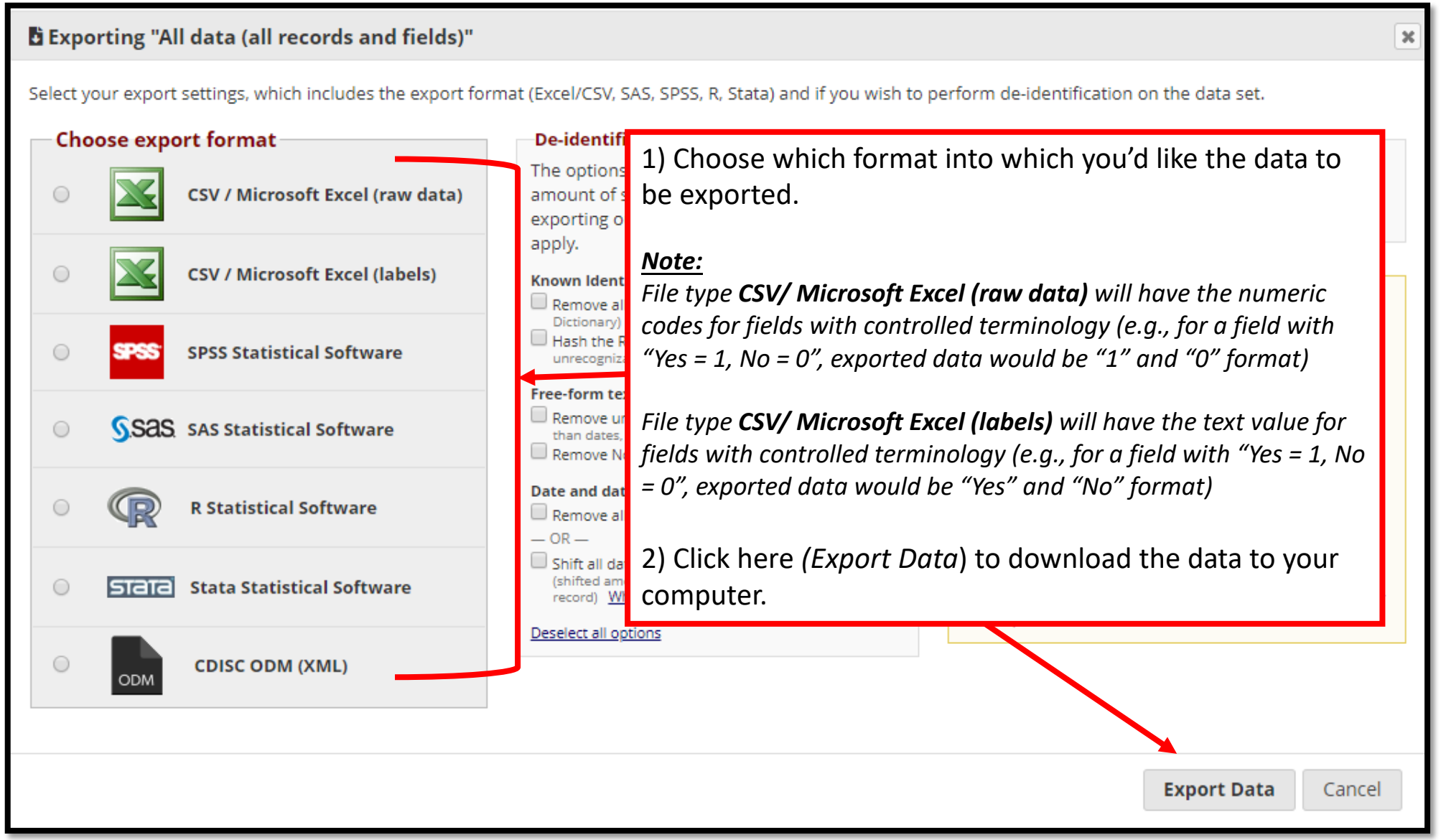


There are different options for exporting the data:

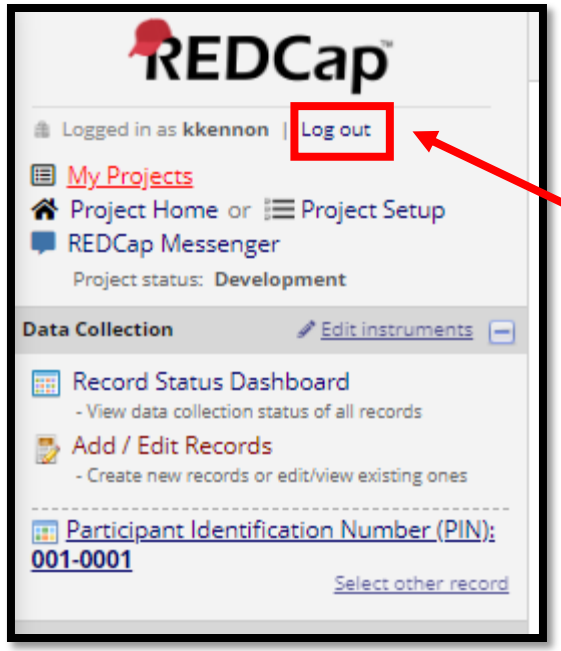
Export Data (All data) – click here export **all** the variables for **all** events (days) for **all** patients in a format you chose *(see next page)*

Export Data (Selected instruments and/or events) – click here to chose which instruments (pages) and which events (days) you want to export for **all** patients in a format you chose *(see next page)*

Data – Data Export Formats



Data Security – Logging Out When Complete



Always log out using by clicking here (*Log out*) after completing your tasks.

Note: *Your session will time out after 60 minutes of inactivity, requiring you to log in again to continue with tasks.*

Additional Resources

- Where can I get REDCap training?
  - REDCap offers detailed video training online
  - Videos are available at: https://projectredcap.org/resources/videos/

- What if I need further information or support with ECMOCARD?
  - Data queries: ECMOCARD@health.qld.gov.au
  - Database queries: ncov@isaric.org