


ECTU Central Office SOP REDCap_01: Database Build Training and Administrator Access

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Document Revision History		
Version No.	Effective Date	Summary of Revisions
1.0	25-Nov-2015	<ul style="list-style-type: none"> Initial creation/New document Version set to 1.0
2.0	26-Nov-2016	<ul style="list-style-type: none"> Change to name of document as REDCap process allocated separate naming convention Version set to 2.0
3.0	25 Sep 2024	<ul style="list-style-type: none"> Document moved to new template Change to document title to include admin access rights Extensive alterations to entire document as new process adopted for training Version set to 3.0

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1.0 PURPOSE

New members of the ECTU Data Management team who will be required to build study databases as part of their role will first complete an assessed training exercise before they will be granted the appropriate Administrator access to the REDCap platform. Administrator access allows a higher level of access required to build and maintain study databases held on the platform.

This SOP describes the training process including documentation, assessment and final approval before Administrator access is granted.

2.0 SCOPE

This SOP applies to staff or delegate in the following roles within the ECTU Data Management Team:

- Data Manager
- Assistant Data Manager
- Data Management and Programming Architect

3.0 RESPONSIBILITIES

The Data Management and Programming Architect, Data Manager and Assistant Data Manager role will be responsible for building and maintaining study databases on REDCap.

Existing staff members in these roles who are already Administrators on the REDCap platform will be responsible for providing training to new staff members.

4.0 PROCEDURE

4.1 REDCap Database Build Training

4.1.1 New members of the Data Management will undertake a period of training and assessment on the REDCap platform and database build process. Training must be completed and approved as specified in this document before they are allowed Administrator user access or assigned a database build for a live study.

4.1.2 Training will comprise of an overview of the core processes and functionality of REDCap, demonstration of the build process within an existing training database and completion of an assessed training exercise (a database build on the REDCap Dev platform). RC008 REDCap Database Development Guide will also be provided.

4.1.3 The Trainer will document all training completed using the RC001 REDCap Training Log Template.

4.1.4 The assessed training exercise will be completed at an appropriate time after their initial induction period as determined by the Trainer.

4.1.5 In order to complete the assessed training exercise, the Trainer will set-up REDCap access for the staff member, allowing them access to create projects within the development platform.

4.1.6 Once REDCap access has been granted, the Trainer will provide the staff member with the REDCap Training Log, RC002 REDCap Database Build Training Exercise and

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REDCap Build Training Questionnaires. These documents describe the fields and functionality to be included in the build.

4.1.7 Once the build is completed, the Trainer will review and complete the RC001 REDCap Training Log. If any section has failed, feedback will be given to the staff member with remedial action advised. This should be documented in the Comments section.

4.1.8 Once the Trainer has completed the review and all sections have been passed successfully, the Review Completion Confirmation and Final Approval section of the REDCap Training Log will be completed.

4.2 Administrator Access

4.2.1 Administrator access allows a user to access the highest level of functionality required for administering REDCap.

4.2.2 Administrator access will only be given once Final Approval of the REDCap Training Log has been given and the trainee has obtained an approved Research Passport/Letter of Access from NHS Lothian Research and Development office.

4.2.3 Administrator access can only be given by an REDCap Administrator. Access for new users should be given by the Trainer but can be designated to another Administrator if necessary.

4.2.4 Administrator access is given via the 'Administrator Privileges' section in the Control Centre on the REDCap platform. The user should be added and access to all listed functions should be given. See Appendix 1 for example of the page as displayed in REDCap.

4.2.5 Once access have been granted, the REDCap Administrator Access section of the Training Log will be completed.

4.3 Document Retention

4.3.1 Once completed, the signed REDCap Training Log will be retained in the Data Management folder on the ECTU shared drive. The location is specified on the REDCap Training Log template.

4.3.2 A paper copy of the signed REDCap Training Log will be given to the staff member for inclusion in their Staff Training Record – Section 4.

5.0 RELEVANT DOCUMENTS AND REFERENCES

ECTU Shared Drive:

- RC001 REDCap Training Log Template
- RC002 REDCap Database Build Exercise
- RC003 REDCap Database Build Exercise – EQ5D
- RC004 REDCap Database Build Exercise – HAQ
- RC005 REDCap Database Build Exercise – PQSI
- RC006 REDCap Database Build Exercise – BPI
- RC007 REDCap Database Build Exercise – SF36
- RC008 REDCap Database Development Guide

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Appendix 1

Administrators	Set administrator privileges	Access to all projects and data with maximum user privileges	Manage user accounts	Modify system configuration pages	Perform REDCap upgrades	Install, upgrade, and configure External Modules	Access to Control Center dashboards
ECTU.REDCap (ECTU REDCap)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Search users to add as admin + Add	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The above is an example of the 'Administrator Privileges' page on the REDCap platform. This shows the access rights that should be given to new Administrators. New Administrators are added using the 'Add' function underlined in red above.

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Final Audit Report

2024-09-09


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