REDCap Training Log

**Trainee Name:**

**Designation:**

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| **Purpose of Document** |
| This document is used to document training that has been completed, reviewed and signed-off before a user can be granted Administrator access to the REDCap database and before they are authorised to build a training and live study database. The user must demonstrate competency in the tasks listed below, as assessed and approved by the Trainer. |

**Text in green is for instruction only. This can be altered or removed from the final version as required**

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| **Tasks** | | | | |
| **Pre-Assessment Tasks** | **Date Completed** | **Comments** | | |
| RC008 REDCap Database Development Guide provided |  |  | | |
| Overview of core REDCap functionality |  |  | | |
| Demonstration of build process on existing training database |  |  | | |
| **Date Assessment Task Given** |  | | | |
| **Assessment Task** | **Date Completed** | **Reviewed By** | **Assessment** | **Comments** |
| Create a new project in REDCap\_Dev titled **‘REDCAP Training Assessment <<NAME>> - FOR TRAINING ONLY – DO NOT ENTER LIVE DATA’** |  |  | Pass  Fail |  |
| Implement the following settings for the project:   * Use Surveys in this project * Use longitudinal data collection * Repeating Instruments * Auto-numbering of records * Enable Data Resolution Workflow * Require a reason when making changes to existing records |  |  | Pass  Fail |  |
| Add the following sites (DAGs)   * Edinburgh * Aberdeen * Glasgow * Manchester * Cambridge * Bristol |  |  | Pass  Fail |  |
| Define the following Events in the project:   * Screening Visit * Baseline & Randomisation Visit * 6-Month Follow-up Visit * Adverse Events * Medications * Change of Status |  |  | Pass  Fail |  |
| Create the following Data Collection Instruments and designate them to the event in brackets:   * Visit Date (Screening Visit, Baseline and Randomisation Visit, 6-Month Follow-up Visit) * Inclusion/Exclusion (Screening Visit) * Screening Visit (Screening Visit) * Contact Details (Screening Visit) * Baseline Visit (Baseline and Randomisation Visit) * Eligibility Confirmation (Baseline and Randomisation Visit) * Randomise (Baseline and Randomisation Visit) * Randomisation Result (Baseline and Randomisation Visit) * EQ5D5L (Baseline and Randomisation Visit, 6-Month Follow-up Visit) * BPI (Baseline and Randomisation Visit, 6-Month Follow-up Visit) * HAQ (Baseline and Randomisation Visit, 6-Month Follow-up Visit) * PSI (Baseline and Randomisation Visit, 6-Month Follow-up Visit) * SF36 (Baseline and Randomisation Visit, 6-Month Follow-up Visit) * 6-Month Visit (6-Month Follow-up Visit) * Weekly Blood Pressure Readings (6-Month Follow-up Visit) * Adverse Events (Adverse Events) * Concomitant Medications (Medications) * Withdrawal (Change of Status) * Death (Change of Status) |  |  | Pass  Fail |  |
| Build the fields, queries and notifications as specified in the attached documents provided:  RC002 REDCap Build Training Exercise  RC003-RC007 REDCap Build Training Questionnaires |  |  | Pass  Fail |  |
| Create the following User Roles:  **Site Researcher** – View and Edit Access to all instruments (including Edit access to Surveys), No Data Export rights to all instruments, Respond only to opened queries in Data Resolution Workflow, Create Projects only (not Rename or Delete), Lock/Unlock Records disabled. **Specify username to assign to this role**  **Trial Office** – Read Only access to all instruments, No Data Export rights to all instruments, View only queries in Data Resolution Workflow, Create Projects only (not Rename or Delete), Lock/Unlock Records disabled. **Specify username to assign to this role** |  |  | Pass  Fail |  |

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| **Review Completion Confirmation and Final Approval**  **This section should be completed by the Trainer once all sections have passed** | | |
| **Name and Designation** | **Date Reviewed** | **Signature** |
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| Research Passport in place (tick to confirm) |  | |
| REDCap Administrator access can be given (tick to confirm) |  | |

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| **REDCap Administrator Access**  **This section should be completed once approval has been given** | |
| **Date Administrator Access given** |  |
| **Given By (Name and Designation)** |  |

**Once this document is completed, please save the signed version in PDF format in the following folder on the shared drive:**

**U:\Datastore\CMVM\mvmsan\collegeoffice\ECT Unit\Data Management\Data Management Team\REDCap Database Build Training**

**Please ensure the document is saved in a sub-folder labelled with the name and date**

**A paper copy should be given to the staff member for inclusion in their Training Record**

**<<<<<<<<<For template control only. Remove this page from study specific version>>>>>>>>**

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| **Template Revision History** | | | |
| **Version No** | **Effective Date** | **Revised By (Name and Designation)** | **Summary of Revisions** |
| 1.0 |  | Lynsey Milne (Data Manager | * Initial Creation/New document |