
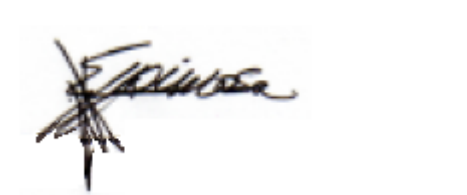


Standard Operating Procedure:
REDCap User Training

SOP Number:	102
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Document History

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1	New document	April 6, 2018

Approver Name	Approver Signature	Date
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1. PURPOSE

- 1.1. To define the procedure used for training and consultation for users of BC AHSN REDCap with the BC AHSN Data Management (DM) team members.

2. SCOPE

- 2.1. This procedure applies to all BC AHSN DM team members and research team members involved in and requesting training and consultation for projects in BC AHSN REDCap.

3. RESPONSIBILITIES

- 3.1. Each research team is responsible for requesting training and consultation by contacting redcap@bcahsn.ca.
- 3.2. The BC AHSN DM team is responsible for organizing a time to meet, in person, over the phone, or on video chat.
- 3.3. The BC AHSN DM team is responsible for tracking & documenting hours of training and consultation a research team has received in the Training Log form of the Project Life Cycle.
- 3.4. The research team receives four hours of in person/remote training and an additional two hours of online support yearly. Additional training available at 75\$/hour.

4. RELATED SOPS/DOCUMENTS

- 4.1. SOP 103 – BC AHSN REDCap Service Agreement & Project Creation
- 4.2. Training Log in Project Life Cycle

5. DEFINITIONS

- 5.1. **Principal Investigator (PI):** Primary individual in charge of and responsible for the proper conduct of a research project.
- 5.2. **Project Administrator (PA):** Person responsible for the development of REDCap data instruments and the overall management of the project data.
- 5.3. **Research team:** Research assistants/nurses, data entry personnel and other personnel involved in the clinical research study and granted access to REDCap projects. The Research team members report to the PI but are generally supervised by the PA.

- 5.4. **BC AHSN Data Management (DM) team:** team that is responsible for managing projects in REDCap and assisting research teams in using REDCap for their research studies.
- 5.5. **REDCap Project:** A set of data entry forms, surveys, schedules and other data management tools pertaining to a specific study or research project.
- 5.6. **Patient-oriented research (POR):** Research done in partnership with patients, answers research questions that matter to patients, and aims to improve health care (See <http://www.cihr-irsc.gc.ca/e/44000.html#a1.1>).

6. PROCEDURE

6.1. Training

- a) Each research project receives four free hours of in person/remote training, and two free hours of online training yearly. Once this is used, the research team may request extended support for a fee of \$75 per hour (see *Service Agreement and SOP 103*).
- b) The research team requests training and consultation by emailing redcap@bcahsn.ca.
- c) The BC AHSN DM team (Coordinator) arranges the meeting time/place and provides support or training as requested and as necessary.
- d) Users can refer to <http://bcsupportunit.ca/redcap/> for REDCap support and can also find training materials and documentation posted on our shared website coming soon.
- e) The BC AHSN DM Coordinator can provide instructions for research team members on access to online REDCap instructions and videos. Required REDCap level training for project team members is solely determined by the PI and/or PA.
 - REDCap tutorial videos by Vanderbilt University and University of Colorado Denver are found here:

Vanderbilt: <https://projectredcap.org/resources/videos/>

UCD: <https://vimeo.com/ucdredcap/videos/page:1/sort:date>

6.2. Logging training sessions

- a) The BC AHSN DM team will log each training session in the Project Life Cycle form "Training Log". Each individual training session is a new repeat of the form.
- b) The BC AHSN DM team will inform the research team when they have used all of their free in person/remote training.

7. REFERENCES

- 7.1. To request training with the BC AHSN DM team – redcap@bcahsn.ca.

7.2. CIHR definition of Patient-Oriented Research: <http://www.cihr-irsc.gc.ca/e/44000.html#a1.1>