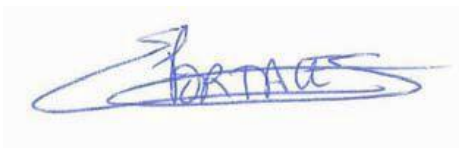



Standard Operating Procedure: REDCap User Training

SOP Number:	102
Version Number:	3
Department/System:	Health Research BC/BC SUPPORT Unit
Supersedes:	N/A
Number of pages including cover:	3

Document History

Version Number:	Summary of Changes Made:	Effective Date:
1	New document	April 6, 2018
2	Update/refresh	March 9, 2021
3	Change of legal name and logo from BC AHSN to Health Research BC	March 18, 2022

Approver Name	Approver Signature	Date
Elodie Portales-Casamar, Director, Research Informatics BC Children's Hospital Research Institute		March 18, 2022
Victor Espinosa, Manager, Research Informatics/Statistics, Island Health		March 18, 2022

1. PURPOSE

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

2. SCOPE

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

3. RESPONSIBILITIES

- 3.1. Each research team is responsible for requesting training and consultation by contacting redcap@healthresearchbc.ca.
- 3.2. The Health Research BC DM team is responsible for organizing a time to meet over the phone or on video chat.
- 3.3. The Health Research BC 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 – Health Research BC 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. **Health Research BC 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.

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@healthresearchbc.ca.
- c) The Health Research BC DM team (Coordinator) arranges the meeting time/place and provides support or training as requested and as necessary.
- d) Users can refer to <https://www.popdata.bc.ca/researchers/resources/REDCap> for REDCap support and can also find training materials and documentation posted on our shared website.
- e) The Health Research BC 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 BCCHR, Vanderbilt University and University of Colorado Denver are found here:

BCCHR: <https://rc.bcchr.ca/redcap/surveys/?s=A3TJEFMHXC>

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

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

6.2. Logging training sessions

- a) The Health Research BC 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 Health Research BC 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 Health Research BC DM team – redcap@healthresearchbc.ca