



IMAB-Qi WP3 - REDCap Patient Projects Instruction Manual (Intervention sites)

Overview

The IMAB-Qi REDCap database consists of 2 projects (sub-databases) that relate to patient data:

IMAB-Qi WP3 ‘Patient Screening Log’

IMAB-Qi WP3 ‘Patients’

Each project includes multiple instruments, and each instrument contains its own form to capture data.

Patient Screening Log’ project

The REDCap ‘Patient Screening Log’ project contains 4 instruments: Screening Log, Invitation to take part, Eligibility, and Enrolment. Guides have been provided to give a step by step instructions for completion of each instrument.

‘Patients’ project:

The REDCap ‘Patients’ project contains a large number of instruments. Guides have been provided for the instruments that will require data entry or viewing by participating site staff.

The ‘Patients’ project is divided into five timepoints/sections; Baseline, Week 1, Week 4, Week 12, and General. Some instruments can be found at more than one timepoint e.g. Prescribed Blood Pressure Medications (Surgery staff data entry), so care should be taken when selecting an instrument to work in. A guide has been provided to show how to access a patient’s record within a REDCap project.

The image below shows the instruments you will most frequently use within the Patients project on REDCap:

Data Collection Instrument	Baseline	Week 4	Week 12	General
Landing page (survey)				
Consent form (survey)				
Patient contact details (survey)				
Consent form monitoring				
Blood pressure admin				
Blood pressure readings (Patient's report) (survey)				
Blood pressure readings (Surgery report)				
Prescribed Blood Pressure Medications (Surgery staff data entry)				
IMAB-Q (survey)				
Patient enrolment into the study				
Medication Review				
BCT delivered				
Planned follow-up visit dates				
End of study / withdrawal form				

Status icons

Status icons (coloured circles) indicate the availability and progress of each instrument:

Legend for status icons:	
Incomplete	Incomplete (no data saved) ?
Unverified	Partial Survey Response
Complete	Completed Survey Response
Many statuses (mixed)	Many statuses (all same)

Uncoloured icons indicate that the instrument is not available/inactive for that particular patient record. Not to be confused with grey icons, which indicate no data is saved within an active instrument.

- Not available/Inactive
- Incomplete (no data saved)

REDCap Reports

Within the 'Patients Screening Log' and 'Patients' projects on REDCap you will find a number of reports. The reports are designed to help you monitor if action is required for instruments contained within the project.

A guide is available to demonstrate how to access the reports.

Below lists the reports that will be useful to the IMAB-Qi surgery team:

Patients Screening Log project reports:

- Screening log for enrolled participants

Patient project reports:

Consents

- Full consents
- Online consent: partial consent
- Online consent: Countersignature required
- Paper consent form upload required
- Consent (all consents - partial and incomplete)
- Contact preferences

Currently prescribed BP medications

- Baseline - Blood pressure medications form to be updated
- Week 12 FU - Blood pressure medications form to be updated

Study arm allocation

- Participants allocated to INTERVENTION

Intervention

- IMAB-Q
- BCT Delivered

Site staff REDCap workflow overview:

The list below shows which instruments require data entry and at which timepoint. The relevant timepoint/section of the patient project is indicated by 'B' (baseline), '4' (week 4), '12' (week 12), 'G' (general). (Site staff will not need to work in the week 1 instruments).

(Instruments below are listed in the approximate order of use)

- **IMAB-Qi WP3 Patient Screening Log - screening log**
- **IMAB-Qi WP3 Patient Screening Log - Invitation to take part**
- **IMAB-Qi WP3 Patient Screening Log – Eligibility Checklist**
- **IMAB-Qi WP3 Patients - Consent form (online)^B**
OR
IMAB-Qi WP3 Patients - Consent Form and Contact Details (paper)^B
- **IMAB-Qi WP3 patients - Consent Form Monitoring - Paper Consent Form Upload^B**
- **IMAB-Qi WP3 Patient Screening Log - Patient IMAB-Qi PIN**
- **IMAB-Qi WP3 Patients - Prescribed Blood Pressure Medication (Surgery staff data entry)^B**
- **IMAB-Qi WP3 Patients - Blood Pressure readings (surgery report)^B**
- **IMAB-Qi WP3 Patients - Medication Review^B**
- **IMAB-Qi WP3 Patients - IMAB-Q^B ***
- **IMAB-Qi WP3 Patients - BCT Delivered^B**
- **IMAB-Qi WP3 Patients - Medication Review⁴**
- **IMAB-Qi -WP3 Patients - IMAB-Q⁴**
- **IMAB-Qi WP3 Patients - BCT Delivered⁴**
- **IMAB-Qi WP3 Patients - Prescribed Blood Pressure Medication (Surgery staff data entry)¹²**
- **End of Study / Withdrawal Form^G**