REDCap PoCoG Studies Follow-up Survey

User Guide

EO-PP-141216

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1. Introduction

The PoCoG Studies Follow-up Database & Survey is a data management tool hosted on the University of Sydney's REDCap server https://redcap.sydney.edu.au/

It has been designed to improve and simplify the bi-annual reporting process on the progress of studies endorsed by PoCoG to Cancer Australia (CA) and Cancer Institute NSW (CINSW). It replaces the previous PoCoG Studies Follow-up Database which was hosted on PoCoG's website

For more information about PoCoG reporting requirements please visit

http://www.pocog.org.au/content.aspx?page=qualityassuranceandsops

2. Access to the Survey

Access to the PoCoG Studies Progress Survey is determined by the PoCoG Executive Office (EO). When studies are considered *PoCoG Supported* or *PoCoG Administered* studies, the EO will register the study on the database and fill in basic details including study name, PI, contact details and study description. Once this is completed registered PoCoG studies are sent an email with a link to access the survey. The survey is uniquely linked to each registered study.

2.1. Completing the survey over multiple sessions

The survey can be completed over multiple sessions and by multiple users, provided that they use the same weblink. If you are completing the survey and are unable to finish the survey at that time, simply click the "Save & Return Later" button located at the bottom of the survey page.
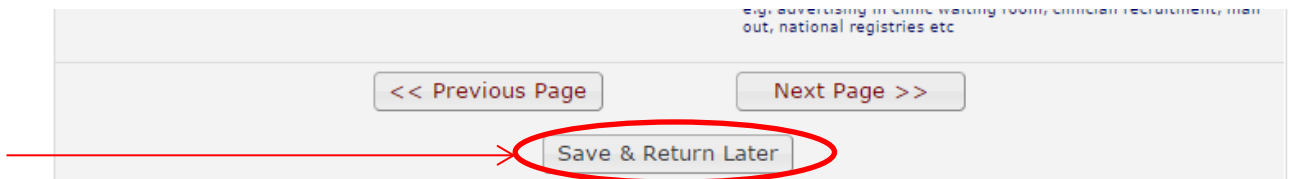
Once you have clicked on this you will exit the survey and be given a validation code to return to the survey later (by clicking on the emailed link). This code is **not** the same as your user password for the PoCoG website. Record or write this down somewhere for safe keeping. Alternatively if you forget or lose your validation code you can contact the PoCoG EO for a copy of the code.

When you return to the survey you will be prompted to enter the validation code or select "Start over" –this option will delete any data you have already entered and submitted.

3.   Reporting Study Progress

3.1.   Structure of the Survey

The survey is divided into four sections:

- Contact details of the person completing the survey
- Current Study Status
- Recruitment Progress (including sites, participants and ARIA classification)
- Quality Assurance

At the bottom of each page are buttons to control progressing to the next page of the survey or returning to the previous page. By clicking on either of these buttons data you have entered will be automatically saved

3.2.   Non-applicable fields

If required information is not available or is irrelevant to the study, please use the following convention for data entry:

- For numeric fields enter 00
- For text fields enter N/A
- Most questions pre-determined response options have an N/A option
- For quality assurance questions with no N/A response, select "No" and enter reason for inapplicability in the pop-up text field, if provided.

3.3.   Information about the "Contact details" section

This section should be filled out by the person completing the survey, for example if a study coordinator is completing the survey, their contact details should be entered here. This is for instances where responses need to be clarified by the PoCoG EO prior to reporting to CA and CINSW

3.4.   Information about the "Current Study Status" section

Current study status

Indicate the status of your study for the reporting period. In cases where recruitment has closed or the study has closed you will be prompted to enter the date of these events.

Was the study endorsed or further developed by any CTGs in the previous reporting period?

This is not a required field. In most cases you will have provided this information to PoCoG when the study was initially registered. However, you may have sought registration or endorsement of the study from new CTGs in the previous reporting period which should be entered here.

Funding

Any previously obtained and reported funding should be displayed. If you have obtained funding and it is not recorded in the database, answer "Yes". You will then be prompted to enter details about the funding (start and finish dates, whether the funding was competitive etc.) If you have obtained more than one source of funding in the previous reporting period you will be prompted to enter these details also.

Reporting of ongoing funding spanning the reporting period is not required once it has been listed once.

Barriers and obstacles

Aside from barriers and obstacles, this field can be used to make any additional notes on study progress.

3.5.   Information about the "Recruitment Progress" section

Sites

Firstly, please select which states you are recruiting from for your study. Once selected, pre existing sites recorded in the database will be listed. Please select the check box for all sites in each state that are recruiting for your study. Only recruitment sites actively recruiting during current reporting period are required. If your site(s) are not listed, please select the option "Other site not listed" at the top of the list and add the site name accordingly.

Total patients recruited

Only **cumulative** recruitment of patients/participants since study commencement until the end of the current reporting period is required. The database automatically calculates the recruitment numbers for the reporting period by subtraction of cumulative numbers from the previous report.

Number of patients from rural/regional areas according to ARIA classification

It is a condition of endorsement that all new studies collect and report postcode or suburb/state data in order to provide the required information. Studies endorsed prior to the commencement of this requirement do not need to report the data if they do not collect it.

Please enter the total number of patients/participants falling into either of the following ARIA classification categories: inner regional; outer regional; rural; remote. Please include all participants since commencement of the study until the end of this reporting period. The database will calculate the totals for the reporting period automatically.

Alternatively the de-identified postcode/suburb-state data can be provided in an Excel spreadsheet to the Executive Office for processing.

Please note that ARIA classification calculator will be available from PoCoG Executive Office and will calculate the required numbers for you based on either the post code or suburb-and-state data.

Some post codes or suburbs are not classifiable under ARIA code or have both rural/regional and metro classifications. Please report the total of those instances under *Number of participants since commencement of the study with unknown ARIA classification.*

If not reporting the data, please follow "non-applicable field" procedure outlined in section 3.2.

3.6. Information about the "Publications" section

Please enter only new publications **arising in the current reporting period** according to instructions provided on the interface. Please DO NOT report in-press/in-prep publications or presentations which are yet to be presented.

Previously reported publications should be displayed above –if any are missing, please enter these here.

3.7. Information about the "Quality Assurance" section

All questions are required.

4. Submitting the survey

Please make sure the information you have entered in each section is correct. Once you have completed the survey click on the "Submit" button. Your answers are saved automatically and will be forwarded to the PoCoG EO.

5. To get help, contact:

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