



ECTU Central Office SOP ECTU_REDCap_01: Build Process - Training

SOP number:	ECTU_REDCap_01
Version number:	2.0
Effective date:	26 th May 2016

Signature	Date
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1. PURPOSE

To ensure only adequately trained personnel build REDCap databases within ECTU.

2. SCOPE

This SOP applies to all databases produced using the REDCap application by ECTU personnel. It covers training and expertise.

3. PROCEDURE

3.1. Training

Personnel who will build the system must be adequately trained. The following steps indicate the training required:

- 3.1.1. Anyone wishing to create a REDCap database must watch all the training videos available in the REDCap application 'Training resources' page.
- 3.1.2. The confirmation document must be signed confirming that the staff member has watched the training videos.

3.2. Test instruments

- 3.2.1. Anyone wishing to create a REDCap database must create the test instruments based on the sample CRF.
- 3.2.2. The confirmation document must be signed confirming that the staff member has created the test instruments.

4. RETENTION OF CONFIRMATION DOCUMENTS

- 4.1. Staff member undergoing training must complete the confirmation document.
- 4.2. Completed confirmation documents are retained inside ECTU in a 'REDCap Training Confirmation Folder'

5. RELEVANT DOCUMENTS

REDCap Confirmation Document

6. DOCUMENT HISTORY

Version Number:	Effective Date:	Reason(s) for change(s):
1	25 th November 2015	New document
2	26 th May 2016	Change to name as REDCap process allocated separate naming convention to IT.