REDCap Tips and Tricks

Purpose

This page provides a brief overview of what it takes to get started using REDCap for the BIC's subject screening forms and scanner logs. The forms we use in REDCap have been approved by the University of Texas at Austin IRB. They should not be altered or moved over to the DMS REDCap servers. Below is the step-by-step process for getting an account set up on REDCap and for how to use the screening forms we have prepared and given users access to for screening purposes.

Getting Started

Assuming you have never used REDCap at UT before, you'll need to follow these steps to obtain access to the forms you need:

1. Log on to REDCap with your EID and password, and immediately log out. This creates your account and makes the next step easier.
2. Have your PI send an e-mail to bic-info@utlists.utexas.edu asking for you to be added to their group's screening form. If you need access to multiple forms, the request should include a list of them.
3. Watch the videos below that cover how to use the BIC's forms in REDCap.

Tutorial Videos

How to use online screening forms in REDCap
How to use online scanner logs in REDCap

Step-by-Step Directions for filling out REDCap Forms

**There are two iPads in the BIC, one in the waiting room and the other in the control room, for your use to administer the screening form, return screening form, visitor screening form, and to fill out the Skyra Log Book in REDCap. If you do not have access to these forms as a Level 1 or 2 user, please email bic-help@utlists.utexas.edu so we can provide you with the proper access.

**Please view the two videos at the links above before going through these steps.

1) Log in to RedCap using your EID and associated password
2) Click on the "subject contact information" link on your homepage ("my projects")
3) Fill out all the fields on the Contact info page
4) NOTE THE ACCESSION NUMBER (you also will need this for the Skyra log form)
5) Save all your subject's info, and exit back to your homepage ("my projects")
6) Click your project Subject Screening form (example: "DAVIS Group Subject Screening Form")
7) Click "Survey Distribution Tools" top left directly under Data collection
8) Click "Participant List" (the middle tab)
9) Click "Add Participants" (it is a button)
10) Type the "Subject's Email Address, ACCESSION NUMBER" (the comma is important if they do not have an email address use your own or your lab's)
11) Click "Add Participant" at the bottom of the page
12) To immediately open the screening form click the "link" (looks like a little chain)
13) If you want to send the screening form to someone via email, click on the tab next to Add Participant marked "Compose Survey Invitation".

Ta-Da! You now have your subject fully set up or have sent them an email to fill out the screening form.

Example BIC REDCap Screening Form

After completing the screening form, please fill out the Skyra Log Form or Vida Log Form.

If you forget the accession number don't worry you can find it via the following.
1) Go to the "Subject Contact information"
2) Click on "Contact Info" under data collection instruments
3) Select a search field "study id"
4) Type in the participant's study id (the one you created for them, for example, SB_0001 or FHS_001)
5) You will be able to see your participant's information and the accession number.

We highly recommend you run through a practice session with another person to make sure this is all working for you. We recommend using a unique prefix when naming your studies to better organize your data sets.

If you have further questions, please email us at support@biomedimaging.utexas.edu.

Notes on Screening Procedure Importance
The establishment of thorough and effective screening procedures for subjects is one of the most critical components of a program that guards the safety of all those preparing to undergo magnetic resonance (MR) procedures or to enter the MR environment. An important aspect of protecting individuals from MR system-related accidents and injuries involves an understanding of the risks associated with the various implants, devices, accessories, and other objects that may cause problems in this setting. This requires constant attention and diligence to obtain information and documentation about these objects in order to provide the safest MR setting possible. In addition, because most MR-related incidents have been due to deficiencies in screening methods and/or a lack of properly controlling access to the MR environment (especially with regard to preventing personal items and other potentially problematic objects into the magnet room), it is crucial to set up procedures and guidelines to prevent such incidents from occurring.

For research participants, the most comprehensive aspect of the screening process will take place during the scheduling process. This screening process must be carried out by research staff who are specially trained in MR safety. That is, screeners must understand the potential hazards and issues associated with the MR environment and MR procedures and are familiar with the information contained in the screening forms. The purpose of this screening is to determine whether a potential subject has any conditions that contraindicate an MR procedure (e.g. a ferromagnetic aneurysm clip, pacemaker, etc.) or if there is any condition that needs careful consideration (e.g. the subject is pregnant, has a disability, etc.). By obtaining this information during preliminary screening, labs help to prevent scheduling subjects who may be inappropriate candidates for MR examinations.

The comprehensive form used for screening subjects is provided on the BIC website. When the subject arrives for his/her MR procedure, a certified level 2 researcher must go over the subject’s responses with him or her. At that time, the subject should verify his/her initial responses, change any responses that they realize were made in error, clarify any questions raised during this confirmation, and then sign the screening form. The level 2 user should follow up on any potential concerns with answers on the screening form by conducting a verbal interview.

The BIC Subject Screening Form was adapted from a form given to the facility by recognized MRI safety expert Frank Shellock who advised the Medical, Scientific, and Technology Advisory Board and the Corporate Advisory Board of the Institute for Magnetic Resonance Safety, Education, and Research (IMRSER). The form requests information regarding a prior surgery or operation to help determine if there may be an implant or device present that could create a problem for the subject. Next, important questions are posed to determine if there are possible problems or issues that should be discussed with the subject prior to permitting entry to the MR environment. For example, information is requested regarding an injury to the eye involving a metallic object, or injury from a metallic object or foreign body. There is a section for female subjects that poses questions that may impact MR procedures. For example, questions regarding the date of the last menstrual period, pregnancy, or late menstrual period are included. A definite or possible pregnancy must be identified prior to permitting the subject into the MR environment. Unless specifically approved by the IRB and the BIC Medical Director, women who may be pregnant will not be permitted to participate in an MR study.

Undergoing previous MR procedures without incidents does not guarantee a safe subsequent MR examination. Various factors (e.g. the field strength of the MR system, the orientation of the subject, the orientation of a metallic implant or object, etc.) can substantially change the scenario. Thus, a written screening form must be completed each time a subject prepares to undergo an MR procedure.

With the use of any type of written questionnaire, limitations exist related to incomplete or incorrect answers provided by the subject. For example, there may be difficulties in the evaluation of the questionnaire associated with the subject that is related to their vision, language fluency, or level of literacy. Therefore, an appropriate accompanying family member or other individuals (e.g. referring physician) should be involved in the screening process to verify any information that may impact safety. Versions of this form could be available in other languages, as needed (i.e. specific to the demographics of the MRI facility).

After the comprehensive screening procedure is completed, any subject who is transferred to the magnet room should be checked thoroughly for metallic objects such as ferromagnetic oxygen tanks, monitors, or other objects that could pose a hazard even after they have been changed into scrubs.

Before any “non-subject” individual (e.g. MRI technologist, support person, relative, visitor, allied health professional, physician, maintenance worker, custodial worker, firefighter, security officer, etc.) are allowed into the MR environment, he or she must be screened by an MR-safety trained level 2 user. Proper screening for individuals involves the use of a printed form to document the screening procedure, a review of the information on the form, and a verbal interview to verify the information on the form and to allow discussion of any question or concern that the individual may have before permitting entry to the MR environment. The screening form used for visitors and other non-subjects is less detailed than the one used for subjects and is also provided on the BIC website.

The proper use of these forms along with a thorough verbal screening of the individual by an MR-safety trained level 2 user will prevent accidents and injuries in the MR environment.