
Title: REDCap Access and Use for Research Procedure

Division: Health Services VIC

Facility and Division: All

Approved by: Chief Medical Officer

Policy Link: [Human Research and Ethics Policy](#)



Purpose

REDCap is a secure web-based platform for building and managing online surveys and databases. It can be used capture research and clinical data electronically. It is available for use across Mercy Health free of charge. Mercy Health encourages all its staff to use REDCap as the preferred platform for research data and meta-data, including survey data.

Research data and metadata must be collected, stored, used and disposed of in a manner that protects the rights, safety and well-being of individuals, whilst maintaining data security and integrity and complying with all applicable requirements and legislation. The use of REDCap (Research Electronic Data Capture) can help meet these requirements.

The purpose of this procedure is to guide Mercy Health staff on how to access REDCap for research purposes.

Who Must Comply

Staff capturing clinical data electronically, either for clinical reasons (such as audits or quality assurance projects), or for research. It can be used to develop questionnaires.

Procedure

Creating a Mercy Health REDCap account

To be eligible for access you must be a Mercy Health employee or be sponsored by a Mercy Health employee.

Mercy Health staff can request access to REDCap by completing an IT request form and submitting this to the Mercy Health ISS Help Desk Email: support@mercy.com.au

Staff will need to determine the level of access required. Full access is intended for staff who are creating projects (or deleting projects). Partial access allows for data entry and is suitable for staff joining existing projects.

Once approved staff will be supplied with a REDCap username.

Accessing REDCap

Access is via secure login to the Mercy Health REDCap portal, where staff will need to enter their supplied REDCap username and password.

REDCap can be accessed via any web-based platform including computers and hand-held devices with internet access.

Training

REDCap is designed to be intuitive and contains "how-to" instructions and videos ([link to videos](#)). Staff should familiarize themselves with these prior to starting, or joining a REDCap project. For staff new to REDCap it is strongly recommended to undertake at least one practice project to become familiar with the software. The option of 'practice/just for fun' can be selected from 'purpose of this project' dropdown when creating a new project.

Additional free training resources:

- For more information refer to the REDCap consortium webpage (<https://www.project-redcap.org/>) and training videos (<https://projectredcap.org/resources/videos/>)

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- University of Melbourne how-to guides (<https://clinicalresearch.mdhs.unimelb.edu.au/about-us/health-informatics/redcap/redcap-how-to-guides>)
- Mercy Health has not developed a REDCap user-guide. However, there is a large amount of freely available information from other institutions, including step by step instruction for most REDCap features. They are listed above.

Precautions & Contraindications

It is the responsibility of the researcher to comply with all Australian State and Federal legislation - and this includes the use of person identifiers, privacy legislation and data protection laws. For international studies, further compliance may be necessary.

Mercy Health staff and projects must also comply with Mercy Health policy and research governance requirements including:

- Research Ethics Governance Policy
- National Statement on Ethical Conduct in Human Research (2007- updated 2018)
- Australian Code for the Responsible Conduct of Research (2018)
- Catholic Health Australia Code of Ethical Standards 2001
- All Mercy Health Research Practice Guidelines as developed.

Definitions

Term	Definition
REDCap	A secure web-based platform for building and managing online surveys and databases. It can be used to capture research data and clinical data.

Links to Related Documents

- REDCap consortium webpage (<https://www.project-redcap.org/>) and training videos (<https://projectredcap.org/resources/videos/>)
- University of Melbourne how-to guides (<https://clinicalresearch.mdhs.unimelb.edu.au/about-us/health-informatics/redcap/redcap-how-to-guides>)

Evaluation

A range of tools will be used to evaluate policy compliance. Feedback systems such as incident reports, complaints, performance indicators and specific audit will be used to facilitate evaluation of compliance. Feedback should be linked with the policy review process.

Risk Rating

No Risk (Minimum 4 yearly review)

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**Key Legislation, Acts, Standards & References**

Please see www.comlaw.gov.au, www.nhmrc.gov.au and www.australianclinicaltrials.gov.au for additional resources.

REDCap is a free, secure, web-based application designed to support data capture for research studies.

The system was developed by a multi-institutional consortium initiated at Vanderbilt University.

Acknowledgements

N/A

Keywords

REDCaps, Research, Data, Database, Surveys, Questionnaires

Version History & Author / Contributors

V.	Date Created (MM/YYYY format)	Section(s) Changed (eg procedure/definitions/references)	Created/Amended by (position title)
1	01/2022	New Procedure	Research Manager