



Frequently Asked Questions (FAQs) – REDCap

1. About ANZELA-QI REDCap

What is ANZELA-QI REDCap?

ANZELA-QI REDCap is the secure, web-based data capture system used to collect clinical data for the It allows participating hospitals to enter, review, and submit patient-level data in a consistent format.

Who uses ANZELA-QI REDCap?

ANZELA-QI REDCap is used by:

- Local ANZELA-QI clinical leads
- Surgeons, anaesthetists, and trainees
- Audit coordinators and data collectors
- Quality improvement staff involved in ANZELA-QI

Access is role-based and restricted to authorised users.

Why does ANZELA-QI use REDCap?

REDCap is used because it:

- Is secure and compliant with health data standards
- Supports audit-quality data validation
- Allows controlled user access
- Enables efficient data extraction and reporting

2. Access and Accounts

How do I get access to ANZELA-QI REDCap?

To request access:

1. Ensure your hospital is a participating ANZELA-QI site
2. Obtain local approval (as required by your organisation)
3. Submit an access request to the ANZELA-QI team, including:

- Your name and role
- Hospital/site
- Email address
- Level of access required (e.g. data entry, review)

I've forgotten my REDCap password. What should I do?

Use the **"Forgot your password?"** link on the REDCap login page.

If you continue to have issues, contact your local REDCap administrator or the ANZELA-QI support team.

Can I share my REDCap login with someone else?

No. REDCap accounts are **individual and must not be shared**.

Each user must have their own account to ensure data security and audit trails remain accurate.

3. Data Entry

What cases should be entered into ANZELA-QI REDCap?

All eligible **emergency laparotomy patients** that meet ANZELA-QI inclusion criteria should be entered.

Refer to the [ANZELA-QI Dataset and helpfile](#) and full [inclusion and exclusion criteria](#).

When should data be entered?

- Data should be entered **as soon as practical** after the episode of care
- Some fields may require completion after discharge or at 30 days
- Timely entry improves data quality and reporting accuracy

Can I save a record and come back later?

Yes. REDCap allows you to:

- Save records partially completed
- Return and update records at any time before data lock (if applicable)

What do I do if I'm unsure how to answer a field?

- Refer to the [ANZELA-QI Dataset and helpfile](#) or field help text
- If still unsure, escalate locally or contact the ANZELA-QI team for guidance
- Avoid guessing—accurate data is preferable to complete but incorrect data

4. Data Quality and Validation

Why are some fields mandatory?

Mandatory fields ensure:

- Core outcome measures are complete
- National comparisons are valid
- Reports reflect reliable data

REDCap will flag missing required fields before record completion.

What are validation warnings or errors?

These alerts help identify:

- Values outside expected ranges
- Inconsistent responses between fields
- Keystroke errors

Warnings should be reviewed and corrected where appropriate or justified if clinically valid.

Can I edit a record after saving it?

Yes. Records can be edited by authorised users.
All changes are logged in REDCap's **audit trail**.

5. Confidentiality and Data Security

Is patient data secure in REDCap?

Yes. ANZELA-QI REDCap:

- Uses encrypted connections
- Restricts access by role and site
- Maintains full audit logs of access and changes

What patient identifiers are collected?

Only the **minimum necessary identifiers** required for data linkage and audit purposes are collected, in line with ethics and governance approvals.

Who can see my hospital's data?

- Your hospital can access its own data
- National or jurisdictional analyses use **de-identified or aggregated data**
- Individual sites cannot view other hospitals' identifiable data

6. Reporting and Outputs

Can I run reports or exports from REDCap?

This depends on your access level. Some users may:

- View basic summaries
- Export site-level data for quality improvement

National benchmarking reports are produced centrally by the ANZELA-QI team.

Will my data be used in publications?

Yes. ANZELA-QI data may be used for:

- National reports
- Peer-reviewed publications
- Quality improvement outputs

All publications follow ANZELA-QI governance, approvals, and de-identification processes.

7. Troubleshooting

REDCap is slow or not loading. What should I do?

Try:

- Refreshing your browser
- Using a supported browser (e.g. Chrome, Edge)
- Checking your internet connection

If issues persist, contact your local IT service or ANZELA-QI support.

I can't see a form or field I expect?

This may be due to:

- Your user role permissions
- Instrument versioning or branching logic

Contact the [ANZELA-QI team](#) if you believe something is missing.

8. Support and Help

Where can I get help?

For support:

- Refer first to the **ANZELA-QI user guides** and data dictionary under resources on the [ANZELA-QI website](#)
- Escalate locally where appropriate
- Contact the [ANZELA-QI team](#) for REDCap or audit-specific queries

Who should I contact for technical REDCap issues?

- ANZELA-QI team/Local REDCap administrators for:
 - login, password, or access issues
 - audit content, definitions, and data queries

9. Governance and Responsibilities

What are my responsibilities as an ANZELA-QI REDCap user?

Users are expected to:

- Enter accurate and timely data
- Protect login credentials
- Maintain patient confidentiality
- Follow local and ANZELA-QI governance requirements

What happens if incorrect data is entered?

Incorrect data can:

- Affect site performance metrics
- Impact national analyses

Please correct errors as soon as they are identified.