

CHICKEN SOUP FOR THE BUSY COORDINATOR

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Using REDCap as Data Collection Tool for Research

Scenario

Principal Investigator (PI), Dr Good, is planning to capture the research study data in REDCap. He is unsure of the functions of RedCap and whether identifiers could be kept in REDCap. Thus, Dr Good consulted his Clinical Research Coordinator (CRC), Ms Perfect, on this. CRC, Ms Perfect, advised the PI as below.

REDCap is an easy-to-use intranet application designed to support electronic data capture for research studies. Researchers can quickly create web-based databases and data capture forms with special features like real-time data entry validation and easily export the collected data for analysis, without the need for in-depth technical knowledge. NHG REDCAP is the only data capturing tool that has been assessed and recognized to be secure, passes IHIS security requirements and safe for NHG researchers to use.

Information about the specific REDCap Project User-Roles assigned to the other Project members, should be recorded in the Study Delegation log.

Note: *Institutional Review Board (IRB) approval is required before data can be collected for research studies.*

What types of Data can be captured in REDCap for research purpose:

- Any identifiable data should not be captured in REDCap unless it is used as source document.
- Identifiable data refers to data about an individual who can be identified from that data and/or other information to which the organisation has or is likely to have access. It includes name, NRIC, full date of birth, address, phone number, credit card information, etc.
- Researchers can only collect and store identifiable information in REDCap in strict compliance with the requirements of the PDPA, HBRA, IRB / Ethics Approval, NHG PCR SOP, and any other applicable Institution policies.
- If the DSRB Approval states that NO identifiable information may be collected for a Study (*i.e. Anonymised Study*), then it is expected that the REDCap Project cannot be used to store any identifiable Subject's data.
- The databases (for data analysis) should not contain subject identifiers. The data linking subject identifiers and the subject identification codes should be stored separately.

Note: *It is the REDCap Project Owners (i.e. the PI) who are being held responsible for actively supervising the use of their REDCap Project to ensure compliance to all relevant policies and regulations to protect the Study Subject's privacy and confidentiality*

REFERENCES

1. NHG Research Website: NHG Research Database Platform (REDCap)
[NHG :: RDO :: NHG Research Database Platform \(REDCap\)](#)
2. NHG Research Data Guidance Document, version 3, dated 21 Jul 20
3. NHG Research Data Policy, version 1, dated 11 May 21
4. NHG PCR SOP 501- B05 Documentation
5. NHG PCR SOP 501- B08 Data Collection and Handling

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**Disclaimer: All characters appearing in this article are fictitious. Any resemblance to real persons is purely coincidental. Best practices may differ between institutions. Readers are encouraged to follow their institution's policies/guidelines relating to the above scenarios/case study.*