

APOLLO

Acute PresentatiOn of CoLorectal Cancer: an internatiOnal snapshot

Data Validation Guide



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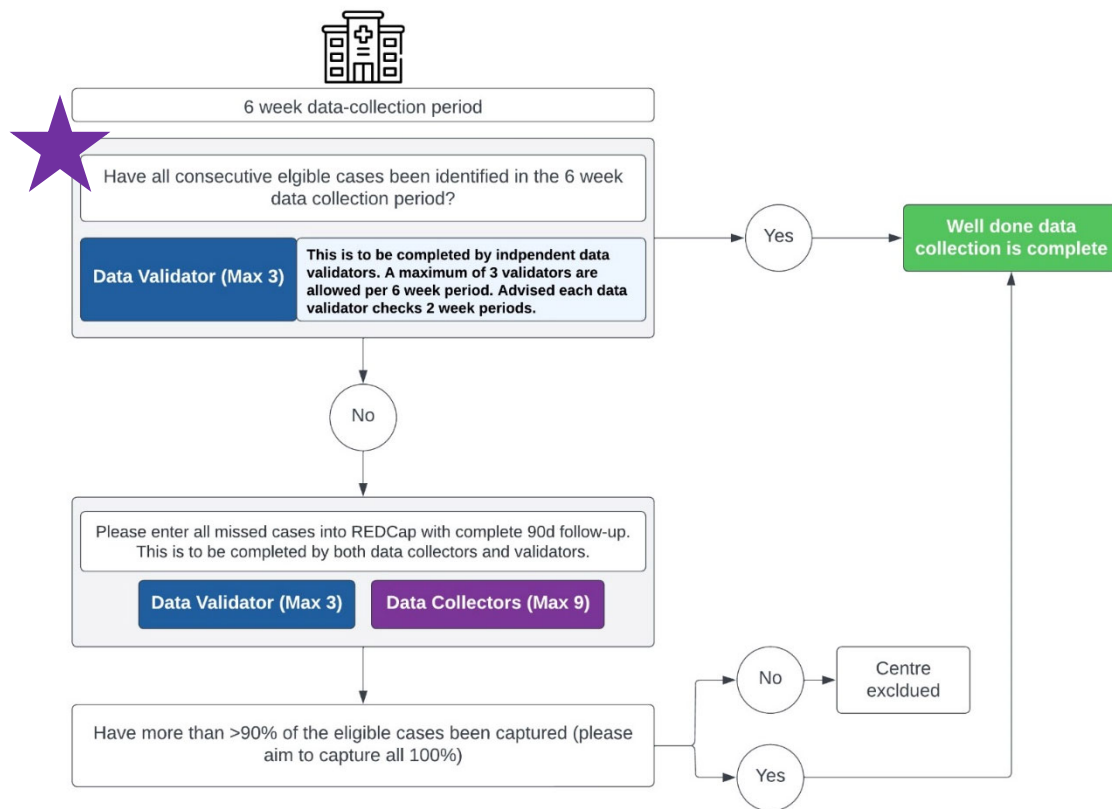
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1 – Data Validation Workflow

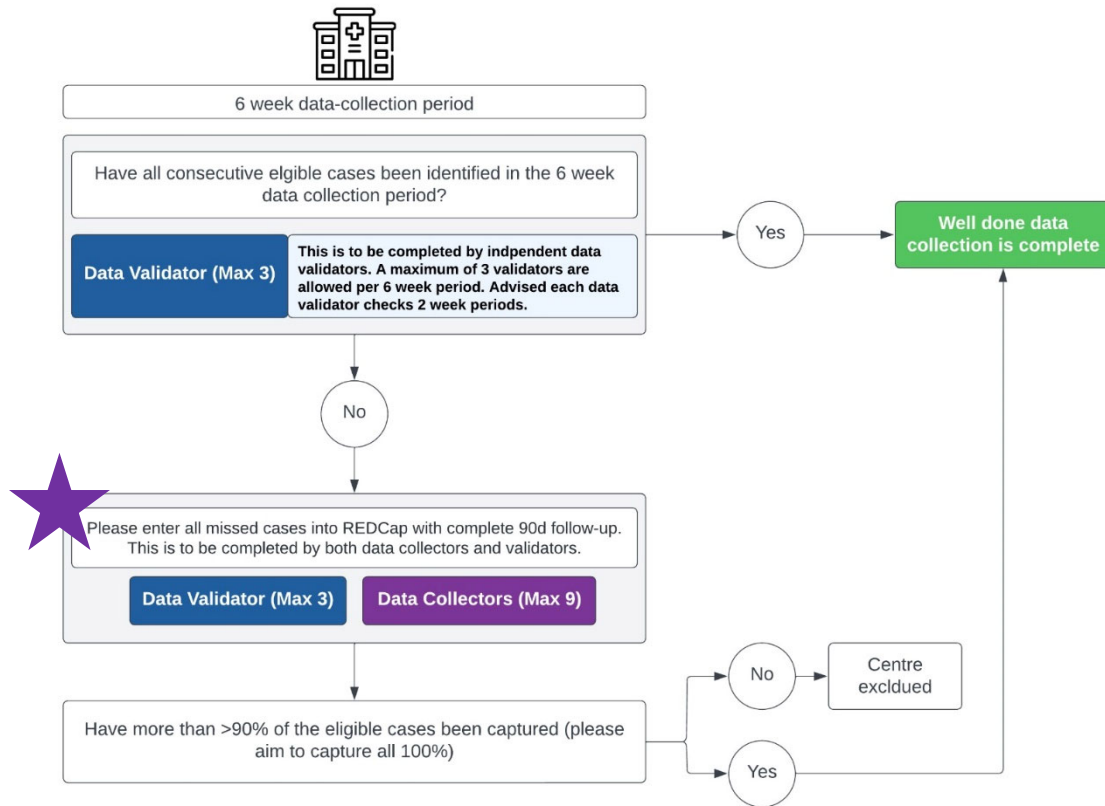
1- Hospital lead should assign an independent data validator (up to three). For mini-team information please refer to Figure-1, Appendix.

2- Every 6-week data-collection period will be examined separately.

3- Data validator should check whether all consecutive eligible cases in the 6-week data-collection period have been identified. In this process data validators can check the cases from: theatre logbooks, ward lists, electronic hospital record systems, and liaising with the registrars and consultants. If all of the consecutive eligible cases have been included, data collection is completed.



4- If there were **any missed cases**, it is the responsibility of the data validators and data collectors collectively to include **all of the missed cases** (with 90d follow-up information).

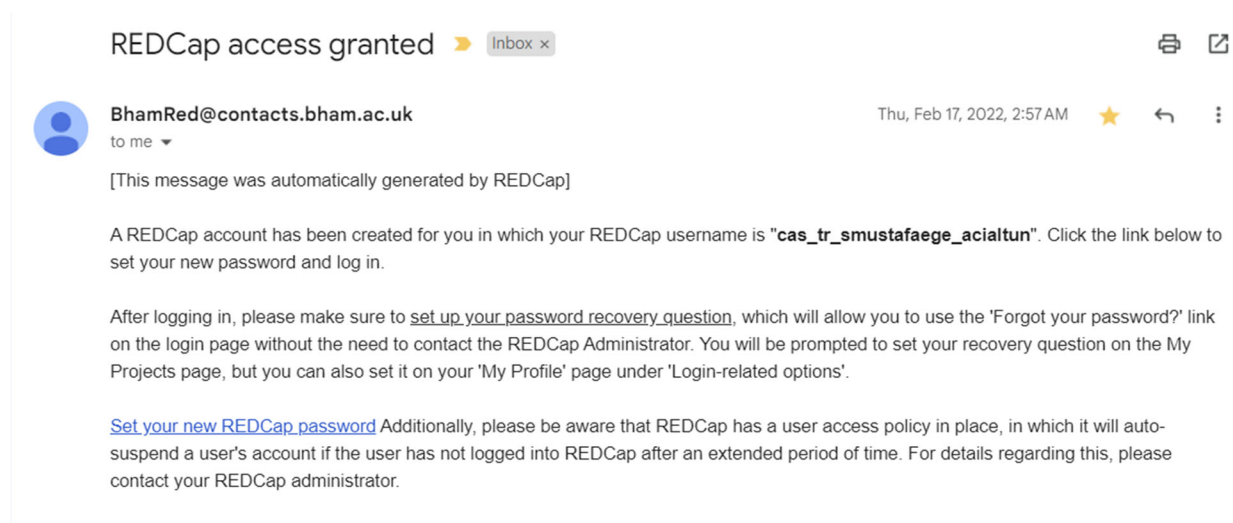


5- Centres need **>90% of the eligible cases** to be captured to be eligible for the APOLLO study. Centres not meeting this criteria will unfortunately be excluded.

2 – Data Validator Assignment

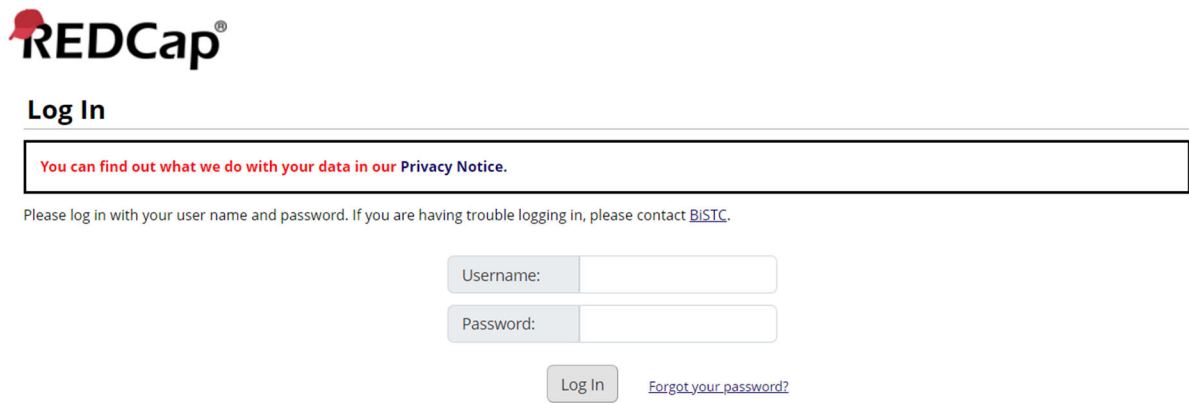
1- Hospital lead should assign a data validator (up to three) via REDCap “**APOLLO – Site and User Registration Survey**”. You can find further details in [REDCap Site and User Registration Guide](#).

2- Data validator should receive an automatic email (please see below) with a username and a link to log into REDCap to **set your new password**. If you don't receive this email, please check your spam folder.



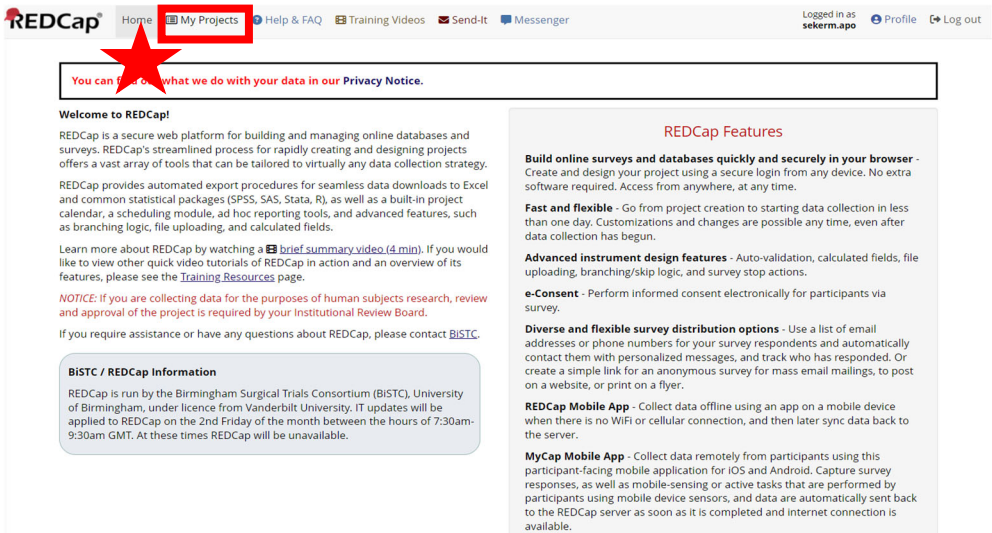
3 – Logging into REDCAP

- 1- To login into REDCap please click on this [link](#).
- 2- This can be viewed on a tablet and mobile device via your web browser **but** make sure that **desktop mode** is on otherwise it will be harder for you to find out where everything is.
- 3- You will be presented with this screen to fill in your login details:



Note: After logging in, please make sure to **set up your password recovery question**, which will allow you to use the 'Forgot your password?' link on the login page without the need to contact the REDCap Administrator. You will be prompted to set your recovery question on the My Projects page, but you can also set it on your 'My Profile' page under 'Login-related options'.

- 6- Once you are logged in you will be at the home page.
- 7- Click on “My Projects” to get to the APOLLO project.



8- You will be presented with the “Apollo – Data Collection”, click on the link to proceed.

[Home](#)
[My Projects](#)
[Help & FAQ](#)
[Training Videos](#)
[Send-It](#)
[Messenger](#)

 Logged in as **sekerm.apo**
[Profile](#)
[Log out](#)

You can find out what we do with your data in our [Privacy Notice](#).

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

My Projects		Filter projects by title			
Project Title	Records	Fields	Instruments	Type	Status
APOLLO - Data Collection	1,146	100	3 forms	■	☑
APOLLO - Site and User Registration	327	209	5 forms	■	☑
APOLLO - EOI	1,203	23	1 form 1 survey	■	☑
APOLLO - Collaborator Enquiries	0	2	1 form	■	🔧

REDCap 13.4.11 - © 2023 Vanderbilt University

4 – REDCap Data Validation

1- Every case in centre should be validated. Missed cases will be included as a new case.

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

Total records: **1.147**

Choose an existing Record ID

+ Add new record

2- Identification status and eligibility of patient for APOLLO should be checked.

Data validation for patient

Was this patient identified by collaborators during data collection?

Included
 Missed

[reset](#)

* must provide value

Is this patient eligible for inclusion in APOLLO?

Yes
 No

[reset](#)

* must provide value

See APOLLO protocol at eurosurg.org

3- Some of the data fields will be cross checked.

Data fields to be validated

Patient Age

The age of the patient at the time of admission

* must provide value

Patient Sex

Male
 Female

[reset](#)

* must provide value

Patient ASA grade

ASA grade descriptions found here

I (normal healthy patient)
 II (mild systemic disease without significant functional limitation)
 III (severe systemic disease with significant functional limitation)
 IV (severe systemic disease with constant threat to life)
 V (critically ill patient not expected to survive without the operation)
 Not recorded

[reset](#)

* must provide value

Clinical Frailty Scale

Clinical Frailty Scale descriptions found here

Very fit
 Well
 Managing well
 Vulnerable
 Mildly frail
 Moderately frail
 Severely frail
 Very severely frail
 Terminally ill

[reset](#)

* must provide value

Reason for acute presentation (tick all that apply)

Bowel obstruction
 Haemorrhage/anaemia
 Perforation
 Other

[reset](#)

* must provide value

Immediate management at the index presentation within APOLLO study?

Surgical
 Procedural
 Non-operative management
 Other

[reset](#)

* must provide value

Length of stay of index admission (days)

[reset](#)

* must provide value

Highest 30-day Clavien Dindo Complication Grade

0 (no complications)
 I
 II
 III
 IV
 V (death)
 NA (did not have an operation)

[reset](#)

* must provide value

5- Frequently Asked Questions

1- When do collaborators get REDCap access?

After you have filled in the site data, collaborator details and completed the site survey on REDCap, they should get login details to access the project after we run the next round of approvals internally through REDCap (usually twice a week).

2- Will the centre not be included if 90% data is not complete?

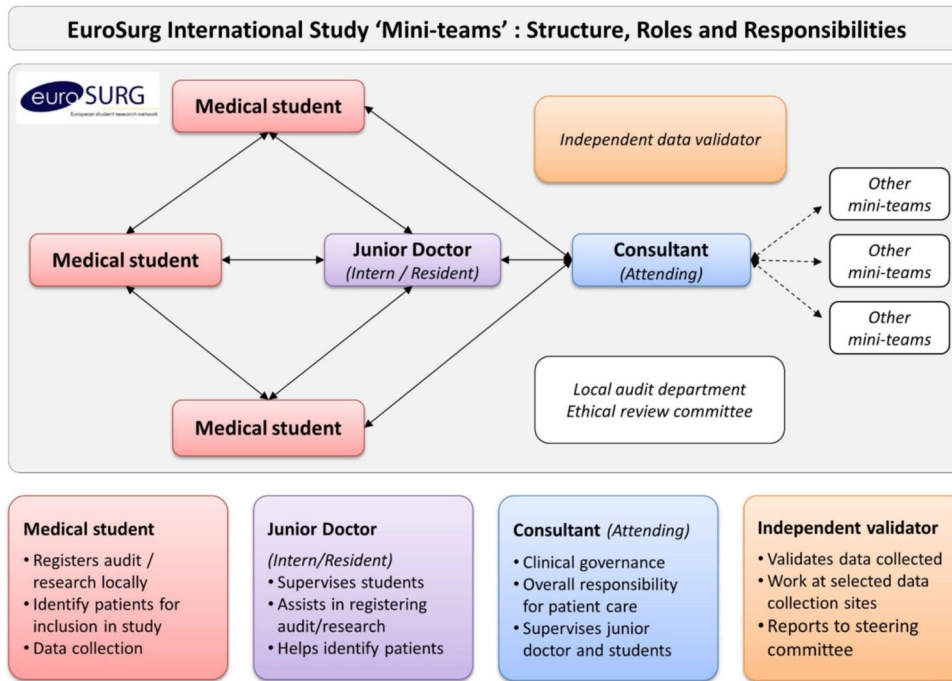
For centre inclusion, $\geq 90\%$ of all eligible cases within the 6-week data collection period must have been captured and entered into REDCap.

3- What is the maximum number and type of collaborators allowed?

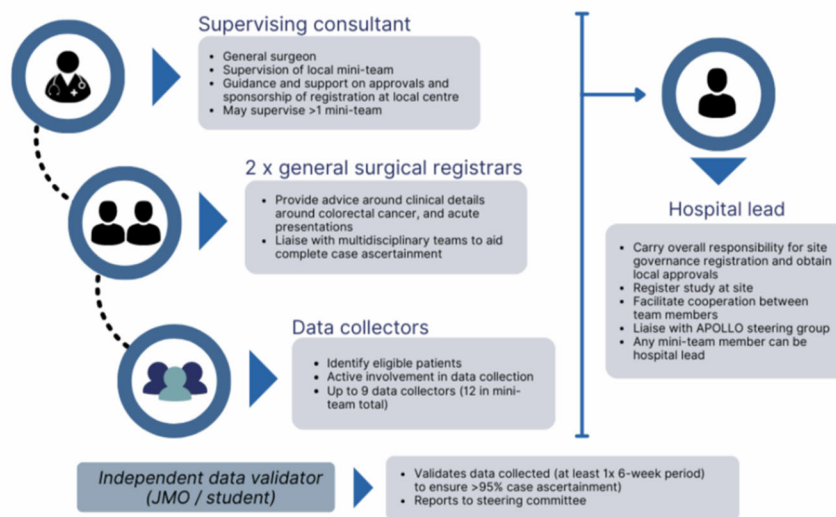
“Mini-teams” of collaborators can include medical students, junior doctors, trainees, registrars, and supervising consultants (Figure-1, appendix). Three medical students and one junior doctor will be the primary data collectors and must be supervised by a consultant. Up to three independent data validators are allowed. Each mini-team must include one general surgical trainee within the mini-team.

6 – Appendix

Figure-1: Mini-team structure



APOLLO Study Local Team Infrastructure



7 – Contact Details

General queries: Regional leads or mini-team

APOLLO queries: apollo.eurosurg@gmail.com