

# Getting started with an IMPACCT Rapid Program series

## 1 Series



Each study on a medication/intervention is referred to as a 'series'. The Principal Investigator at each site chooses which series they are interested in. To get started, we recommend focusing on one or two series. Try to choose one that is for a medication/intervention commonly used at or relevant to your health service.

Currently available series can be found on the [website](#), with the accompanying series manual and data collection worksheets

## 2 Series Manual

Each series has a series manual. The manuals are short documents that provide information on a specific series. This includes background information on the medication/intervention, aim, patient tracking, patient ID number allocation, data collection points, adverse event assessment and data entry advice.



## 3 Site code/Identifier



A site code will be allocated to the site by ITCC once governance approvals have been received. Each site has a unique code/identifier and will be the same across all IMPACCT Rapid Programs, i.e. if one site is involved in both the Adult Program and the Paediatric Program, then the site code will be the same across both.

## 4 Allocating a Patient ID number (PID)

The patient ID number for each set of data collected is a composite number built up using a series of three codes.

- i) **Site code/identifier.** This is the number allocated to each participating site as a two- or 3-digit number
- ii) **Series number** - Each series has a different number. For example, the medication number for the Antidepressants for Depression series is 49
- iii) **Patient number** - This is usually a three-digit number e.g. 001, 002, 003, and so on.

The full PID allocated by the site will be; Site identifier/series number/patient number e.g., 01/49/001



## 5 Patient Master Index (PMI)

Each site will be required to develop a spreadsheet called a Patient Master Index (PMI) in order to track the patient medical record number and the PID allocated to each patient when commenced on a medication/intervention.

The PMI will be the only link between the data collected and the identity of the patient and remains the property of the participating site.

The PMI should not be shared with the IMPACCT Trials Coordination Centre (ITCC).



See [Patient Master Index Template](#)

## 6 Timepoints

There are pre-determined timepoints for each series. The first timepoint will be 'baseline' or 'T0' which will be the commencement of the medication/intervention and timepoints post baseline. The number and timing of these are unique to each series.

## 7 Data collection

There are two options for the way you collect and enter data.

1. Download, print and use a paper version of the data collection worksheet, known as a case report form (CRF). Then transfer and enter data, from the paper CRF onto the electronic version in REDCap, at a later time.
2. Enter data directly into the electronic version in REDCap.

### Paper

If used, the paper CRFs can be accessed via the website under the corresponding series. These should be printed, completed and stored securely at your site (e.g. in a locked cabinet).

### Electronic

REDCap is a free, secure, web-based application designed to support data capture for research purposes. It is used for entering data for the patients you include in each series. It requires an internet connection and can be accessed from any device (computer/tablet/phone).

Each series has a unique link that is provided by email upon request. Please email [rapid@uts.edu.au](mailto:rapid@uts.edu.au) to request this. All REDCap links are public survey links, so a REDCap account is not needed to enter patient data.

A step-by-step guide is available.



See [REDCap instructions document](#)

## Tips for recruitment

To assist you with recruiting patients to your chosen series, we have included some tips below:

- 1** Choose series related to the patient population at your health service.
- 2** Let your wider team know which Rapid series you are involved in or send out an introductory email.
- 3** Engage with other clinicians and discuss the series at your Multi Disciplinary Team meetings and enquire about any potential patients.
- 4** Ask registrars, trainees, and research staff to look out for potential patients, collect and enter data. This program is a great introduction to research for new staff.
- 5** Target a certain clinical discipline e.g., nurses at your site to focus on the nursing intervention series.
- 6** Have a focus or goal within your health service on the chosen medication/intervention during a month or quarter and include it in communications to the team.



A repository of relevant documents is available for your convenience by clicking [here](#) or using the QR code below

