

REDCap Healthy Volunteer TMS Data Entry

Instructions

Log into REDCap

- Click on the TMS Project for your site
 - Window should look like the image on right
- Click on Record Status Dashboard to add a new TMS operator, as well as upload or review TMS data sets:
 - You may also click on Add/Edit Records

The screenshot displays the REDCap interface for a project titled "TMS Standard - Prime Project" (PID 10395). The user is logged in as "zbeakd3d". The sidebar on the left contains navigation options such as "Project Home and Design", "Data Collection", "Applications", and "Help & Information". The "Record Status Dashboard" option is highlighted in yellow. The main content area shows the project status as "Development" and "Completed steps 1 of 7". It includes sections for "Main project settings", "Design your data collection instruments & enable your surveys", and "Enable optional modules and customizations".

TMS operator form

- Adding a new record will populate the TMS Operator data window. Adding the last name will populate the record ID on the record home page.
- Once the TMS operator form is filled out, change the status to “complete”.
- Select save and move to next form.

TMS Operator Standard Sites

Editing existing Record ID 1 (Beasley)

Record ID 1
To rename the record, see the record action drop-down at top of the [Record Home Page](#).

First Name TMS Operator
* must provide value
Kalli

Last Name TMS Operator
* must provide value
Beasley

TMS operator title
This is the study personnel holding TMS coil
* must provide value
 Nurse
 Occupational therapist
 Physician
 Physiotherapist
 Other

Other title
Study Coordinator

Form Status

Complete? Complete ▾

Save & Exit Form Save & ... ▾

-- Cancel --

Delete data for THIS FORM only

NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the [Record Home Page](#).

TMS Data Form

- Information from each practical TMS training session should be entered onto a separate TMS data form
- Answers from the source document should be used to complete the TMS data form
- Ensure you upload a picture of the electrode placement and the EMG file containing all TMS traces
- You can leave comments or questions for the TMS team in the comments box.
- **Select “complete” to alert the TMS team to review that TMS data set.**

* MUST provide value

Number of TMS sessions completed
* must provide value

Gender Identity
* must provide value

Race
Check all that apply.
* must provide value

Age
* must provide value

Informed consent was obtained prior to participation
* must provide value

Date of Informed consent
* must provide value

TMS administered
* must provide value

Date of TMS
* must provide value

Time of TMS

Picture Upload of Electrode placement on arm and hand
*Please do not include the face of subject**
must provide value

MS Session file upload
must provide value

Comments:

Form Status

Complete? Complete

Save & Exit Form

Save & Go To Next Record

-- Cancel --

Delete data for THIS FORM only

NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the [Record Home Page](#).

TMS Training Certification

The screenshot shows the REDCap interface for a project named "TMS Fast Track - Prime Project" (PID 10396). The user is logged in as "zbeakd3d". The main content area is titled "Record Home Page" and explains that the grid below shows the form-by-form progress of data entered for the selected record. A legend for status icons is provided: Incomplete (red circle), Incomplete (no data saved) (grey circle), Unverified (yellow circle), Partial Survey Response (orange circle with checkmark), Complete (green circle), and Completed Survey Response (green circle with checkmark). The selected record is "Record ID 1 (Beasley)". A table shows the data collection progress for various instruments:

Data Collection Instrument	Status
TMS Operator Fast Track Sites	Complete (Green circle)
TMS Data Set 1	Complete (Green circle)
TMS Data Set 2	Complete (Green circle)
TMS Data Set 3	Incomplete (Grey circle)
TMS Data Set 4	Incomplete (Grey circle)
TMS Data Set 5	Incomplete (Grey circle)

- To obtain the final official TMS Training Certificate that you will upload into WebDCU:
 - TMS operators at Fast Track Sites need 2 TMS data sets to be approved
 - TMS operators at Standard Track Sites need 5 TMS data sets to be approved
- The training Certificate will be provided by the TMS team to each individual TMS operator upon completion.

Additional Training & Payment explanation

- Three spaces to upload additional TMS data sets are available to assist each TMS operator during their training
 - These are not mandatory but will help the TMS team troubleshoot any problems that could arise during practical TMS training
 - Additional spaces for TMS data sets can be added for a TMS operator upon request
- Data sets from all TMS sessions should be entered into REDCap for sites to be reimbursed for their healthy volunteers.
 - Each site has been allocated enough funds for up to 40 paid healthy volunteer TMS sessions.
- Healthy volunteers can participate in as many TMS practice sessions as they want but can only be paid for a maximum of 4 sessions totaling \$100 (\$25 per session).
 - There are no safety concerns for healthy volunteer participating in more than one TMS test in a given day.

Contact Information:

- To Request additional TMS data sets contact:
 - Kalli Beasley: beasleki@ucmail.uc.edu
 - Lisa Mundo: mundokl@ucmail.uc.edu
 - Anthony Rogers: rogersat@ucmail.uc.edu
- REDCap related issues, questions or concerns:
 - Kalli Beasley
 - Anthony Rogers
- TMS related issues, questions or concerns:
 - TMS team: verify.study.tms@gmail.com
 - Cathy Stinear: c.stinear@auckland.ac.nz