

TRIC - MAN



REDCap Help document

<https://redcaplight.lstmed.ac.uk/>

Please refer back to this if necessary

You can also re-watch the webinar for a live run-through:

<https://tricnetwork.co.uk/tric-man-1>

Starts at 15min 15sec on the video

Contents

- Adding a new patient on REDCap
- The different forms for each patient
- Completing a form
- Editing a patient
- Using the dashboard
- Adding the Unit Questionnaire

Home My Projects Help & FAQ Training Videos Send-It Messenger

Logged in as **oliver.hamilton@lstmed.ac.uk** Profile Log out

LSTM REDCap Light Server

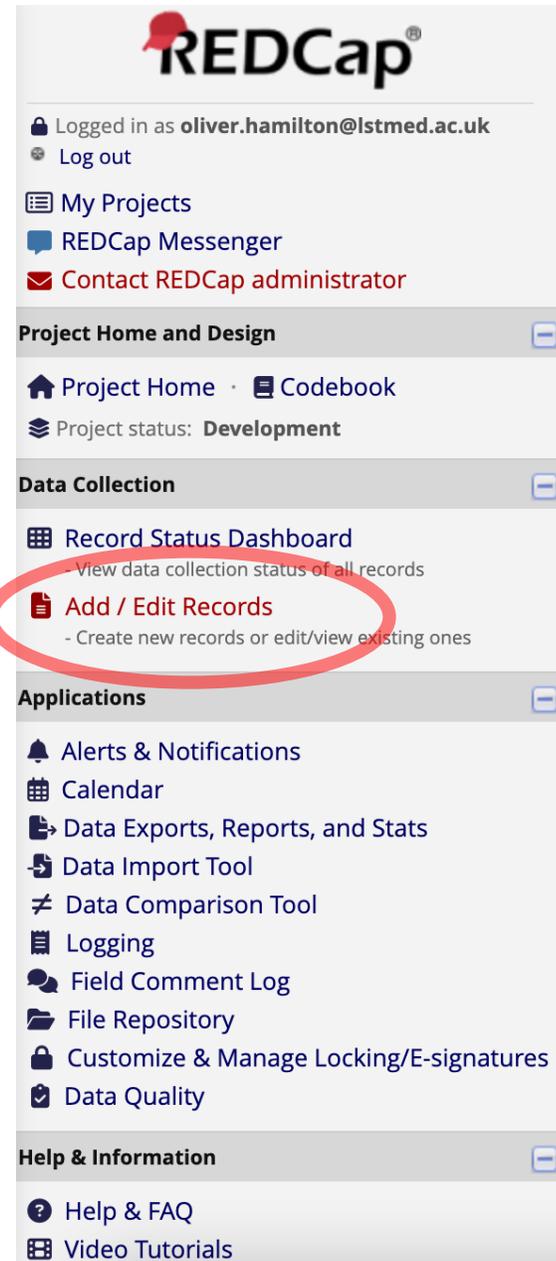
Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

My Projects Organize Collapse All Filter projects by title

Project Title	PID	Records	Fields	Instruments	Type	Status
TRIC-MAN	126	1	168	4 forms		

REDCap 14.5.25 - © 2025 Vanderbilt University

After logging in, start by clicking here on 'My projects'



The screenshot displays the REDCap user interface. At the top, the REDCap logo is visible. Below it, the user is logged in as `oliver.hamilton@lstmed.ac.uk` with a 'Log out' option. The main navigation menu includes 'My Projects', 'REDCap Messenger', and 'Contact REDCap administrator'. The 'Project Home and Design' section shows 'Project Home', 'Codebook', and 'Project status: Development'. The 'Data Collection' section is highlighted, containing 'Record Status Dashboard' (with a sub-description 'View data collection status of all records') and 'Add / Edit Records' (with a sub-description 'Create new records or edit/view existing ones'). The 'Add / Edit Records' option is circled in red. Below this is the 'Applications' section with various tools like 'Alerts & Notifications', 'Calendar', 'Data Exports, Reports, and Stats', 'Data Import Tool', 'Data Comparison Tool', 'Logging', 'Field Comment Log', 'File Repository', 'Customize & Manage Locking/E-signatures', and 'Data Quality'. The 'Help & Information' section at the bottom includes 'Help & FAQ' and 'Video Tutorials'.

Then click here to get to records



Adding a new patient

REDCap[®]

Logged in as **oliver.hamilton@lstmed.ac.uk**
Log out

My Projects
REDCap Messenger
Contact REDCap administrator

Project Home and Design

Project Home · Codebook
Project status: **Development**

Data Collection

Record Status Dashboard
- View data collection status of all records

Add / Edit Records
- Create new records or edit/view existing ones

Applications

- Alerts & Notifications
- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- Customize & Manage Locking/E-signatures
- Data Quality

Help & Information

TRIC-MAN PID 126

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

Choose an existing Record ID	Arm 1: Patient Data	-- select record --
+ Add new record for the arm selected above		

Data Search

Choose a field to search <small>(excludes multiple choice fields)</small>	All fields
Search query <small>Begin typing to search the project data, then click an item in the list to navigate to that record.</small>	

Add a new patient here

**Ensure it says Arm 1:
Patient Data**

(Arm 2 is explained later)

Logged in as **oliver.hamilton@lstmed.ac.uk**
Log out

My Projects
REDCap Messenger
Contact REDCap administrator

Project Home and Design

Project Home · Codebook
Project status: **Development**

Data Collection

Record Status Dashboard
- View data collection status of all records

Add / Edit Records
- Create new records or edit/view existing ones

Record ID **13** [Select other record](#)

Applications

Alerts & Notifications
Calendar

Record Home Page

Record "13" is a new Record ID. To create the record and begin entering data for it, click any gray status icon below.

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Legend for status icons:

- Incomplete
- Incomplete (no data saved) ?
- Unverified
- Complete
- Many statuses (all same)
- Many statuses (mixed)

NEW Record ID 13

Arm 1: Patient Data

Data Collection Instrument	Baseline
Patient Demographics	
Antimicrobials	
Microbiology Results	
Day 14 Outcome	

Start by clicking here and fill in the initial questions using the patient's notes and prescription chart

There are **4 different forms**, we will go through them in order.

Not every patient needs every form but they will all need the first one

The “Patient Demographics” Form

- My Projects
 - REDCap Messenger
 - Contact REDCap administrator
- Project Home and Design
 - Project Home · Codebook
 - Project status: Development
- Data Collection
 - Record Status Dashboard
 - View data collection status of all records
 - Add / Edit Records
 - Create new records or edit/view existing ones
 - Record ID 14 [Select other record](#)
 - Event: Baseline (Arm 1: Patient Data)
 - Data Collection Instruments:
 - Patient Demographics**
 - Antimicrobials
 - Microbiology Results
 - Day 14 Outcome
- Applications
 - Alerts & Notifications
 - Calendar
 - Data Exports, Reports, and Stats
 - Data Import Tool
 - Data Comparison Tool
 - Logging
 - Field Comment Log

Patient Demographics

Assign record to a Data Access Group? -- select a group --

Adding new Record ID 14.

Event: Baseline (Arm 1: Patient Data)

Record ID 14



Site Day 0 Date

Please enter the Day 0 Date for your local site.
This is likely to be today or yesterday.

* must provide value

Today D-M-Y

Patient Demographics

Age group

* must provide value

Admission to Critical Care:

* must provide value

Planned
 Unplanned

reset

Admitted to Critical Care from:

A&E department
 Ward
 Elective theatre

It is important that this date is set to your site's defined "Day 0"

The "Today" button will input today's date

Then complete the other questions using the notes

[reset](#)

Antimicrobial data

Is the patient currently prescribed antimicrobial therapy?

Some antimicrobials aren't included in this audit such as topical treatments, pro-kinetics and some prophylaxis. Please check the protocol appendix if you aren't sure.

Yes

No

[reset](#)

** must provide value*

Form Status

When you get to this question, if you aren't sure whether a particular antimicrobial should count, please check the protocol

Antimicrobial data

Is the patient currently prescribed antimicrobial therapy?

Some antimicrobials aren't included in this audit such as topical treatments, pro-kinetics and some prophylaxis. Please check the protocol appendix if you aren't sure.

Yes
 No

reset

* must provide value

Thank you - no further data is required for this patient

Form Status

Complete? Incomplete

Lock this instrument? Lock

If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it.

Save & Exit Form Save & ...

If they're on **no antimicrobials** on Day 0, then no further data is required...

You can then change this form to **"Complete"** and **"Save & Exit"**

This patient is now complete

NB. If a patient is initially not on antimicrobials on Day 0 but **started on them later in the day** (before midnight) **on Day 0** then this answer **should be changed**, so try and check with the day & night teams whether anyone has been started on therapy later

Antimicrobial data

Is the patient currently prescribed antimicrobial therapy?
Some antimicrobials aren't included in this audit such as topical treatments, pro-kinetics and some prophylaxis. Please check the protocol appendix if you aren't sure.

Yes
 No

* must provide value

What date were antimicrobials first started on for this infection?
Remember to choose the start date for the whole infection/indication, not necessarily just the course they are on now.
*Please enter a date or click 'Unknown'.
Delete the date to display further options.*

25-03-2025 Today D-M-Y

 PLEASE COMPLETE AN ANTIMICROBIAL FORM

For those who **are** on antimicrobial therapy then enter the date antimicrobials started for the **indication** (not necessarily just the course they are on now)

E.g. If they've been on Tazocin for 10 days for a CAP and changed to amoxicillin yesterday... Enter the date from 10 days ago

The system will let you enter antimicrobial data on their own form later

Antimicrobial data

Is the patient currently prescribed antimicrobial therapy?

Some antimicrobials aren't included in this audit such as topical treatments, pro-kinetics and some prophylaxis. Please check the protocol appendix if you aren't sure.

Yes

No

reset

* must provide value

What date were antimicrobials first started on for this infection?

Remember to choose the start date for the whole infection/indication, not necessarily just the course they are on now.

Please enter a date or click 'Unknown'.

Delete the date to display further options.

30-03-2025



Today

D-M-Y



Please collect data for eligible antimicrobials and microbiology results from Day -3 up to Day 14

For those who have **started antimicrobials in the last 3 days...** you should enter all antimicrobials and eligible microbiology for up to 14 days.

See the protocol or the webinar for more details if required

Is a history of difficult to treat infections or multidrug resistance specified in the patient's past medical history?

For example, a previous MRSA bacteraemia. Please include approximate dates and microbiology information if available.

Yes
 No

* must provide value

Please specify

* must provide value

reset

You only need to say “Yes” if it is clear from the past medical history. Please give as much detail as you can.

We aren’t expecting you to dig through lots of notes or microbiology data.

E.g.

“PMHx. Bronchiectasis with previous resistant pseudomonas”

“C Diff 2021”

Don’t include colonisation with e.g. MRSA only

On first swab from this Critical Care admission, was the patient colonised with any of the following organisms:

For example, on nose, throat, groin or rectal swab.



* must provide value

- MRSA
- ESBL
- AmpC
- VRE
- CPE
- None of the above

You can leave this question for now if you don't have the result back yet as long as you come back to it later

Completing and/or saving a form

At the end of a form, **click here** and change to “Complete” if you have all the data

Otherwise leave it incomplete and finish it off later

The screenshot shows the 'Form Status' section of a form. It includes a 'Complete?' dropdown menu currently set to 'Incomplete', a 'Lock this instrument?' checkbox with a 'Lock' button, and a 'Save & Exit Form' button. Red arrows point to the 'Complete?' dropdown, the 'Lock' button, and the 'Save & Exit Form' button. A red circle highlights the 'Save & Exit Form' button.

Don't click this lock button

Then you can save and exit the form

It will flag if there is a question that you haven't answered
You can click “Ignore and leave record” and come back if you don't have the answer
(ensuring that the form is left incomplete until you do)

The screenshot shows a dialog box titled 'NOTE: Some fields are required!'. The message states: 'Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below.' The list of required fields includes: Site Day 0 Date, Age group, Admission to Critical Care, Parent specialty, and a question about antimicrobial therapy. The dialog box has three buttons: 'Okay', 'Ignore and leave record', and 'Ignore and go to next form'. A red arrow points to the 'Ignore and go to next form' button.

Opening the other forms

The system will only let you open the forms that you should be as per the protocol

Record ID **14**
Arm 1: Patient Data

<input type="checkbox"/> Data Collection Instrument	Baseline
Patient Demographics	<input checked="" type="radio"/>
Antimicrobials	<input type="radio"/>
Microbiology Results	<input type="radio"/>
Day 14 Outcome	<input type="radio"/>
Delete all data on event:	<input type="checkbox"/>

This will stay **red** if incomplete or turn **green** when complete

Click here to add details about **antimicrobials** (one at a time)...

And here to add details about any **culture** results if applicable

This should be answered on Day 14

The “Antimicrobials” Form

Anti-microbial 1

Which antimicrobial is prescribed?
* must provide value

Please enter the start date
* must provide value

Please enter the start time
* must provide value

By what route?
* must provide value

What is the indication?
* must provide value

- Pulmonary
- Urinary
- Intra-abdominal
- Central nervous system
- Intra-vascular catheter
- Skin/soft tissue
- Bone & joint
- ENT

Start the antimicrobial form using the notes and prescription chart

Each antimicrobial will have its own form

(defined as a new-onset infection >48 hours after admission to hospital)

Critical Care-acquired infection
(defined as a new-onset infection >48 hours after admission to Critical Care)

Other healthcare-associated infection
*(defined as infections in a patient who meets any of the following criteria **but not a hospital-acquired infection:**)*

- 1) Received intravenous therapy at home; received wound care or specialized nursing care through a health care agency in the 30 days prior to hospital admission*
- 2) Attended a hospital or hemodialysis clinic or received intravenous chemotherapy in the 30 days prior to hospital admission*
- 3) Had been admitted to an acute care hospital for 2 or more days in the 90 days prior to hospital admission*
- 4) Resided in a nursing home or a long-term care facility)*

reset

Is this empiric or targeted therapy?

* must provide value

Empiric

Targeted against known organism

reset

Was this antimicrobial prescribed as per a local or national guideline?

* must provide value

Yes

No

reset

Why was this antimicrobial chosen?

Choose most appropriate answer

* must provide value

Allergic to guideline antibiotic

Colonisation with resistant organism

Failure of guideline therapy

Historic culture result - specify below

Local/national guideline

Other - specify below

Outside of guideline due to other documented reason

Once you answer this question, the system will offer you different options

Choose "Empiric" if you don't already have microbiological evidence of the organism you are treating

Unknown reset

Was this discussed with ID/Micro prior to starting? reset
* must provide value
 Yes
 No

Was this conversation had: reset
* must provide value
 In person
 Over telephone / Teams
 Other:
 Unknown

Was it started on critical care? reset
* must provide value
 Yes
 No

Is this prescribed as part of combination therapy? reset
(i.e. more than one antimicrobial designed to cover the same infection)
* must provide value
 Yes
 No

Do you have any concerns about the antimicrobial course length or choice? reset
* must provide value
 Yes
 No

 **Please discuss concerns with your consultant**

Was a stop/review date documented before 72 hours? Yes

E.g. Co-amoxiclav and clarithromycin for CAP

You would say no e.g. if Meropenem for VAP but fidaxomicin for C. diff

Including if regimen specified by the critical care team whilst reviewing e.g in A&E

This is a safety question

If you have any concerns then please discuss these with your consultant

Is there a 72 hour review documented? reset

You can leave this blank & keep the form incomplete if you haven't reached this time point yet.

A change in antimicrobials within 72 hours counts as a review and this question can be answered at that point.

If the patient is discharged or dies before 72 hours, you can answer "Not applicable"

** must provide value*

Yes

No

Not Applicable

H M reset

What occurred at the 72 hour review? reset

This question only shows for those in the **prospective cohort**

Any mention of antimicrobial choice or any change to regimen before 72 hours counts as a review

You can leave this blank and come back to it if the 72 hour mark hasn't been reached

If the patient is discharged, transferred or dies before 72 hours then you can choose "Not applicable"

What occurred at the 72 hour review?

* must provide value

- All antimicrobials ceased
- Antimicrobial regimen amended
- Same regimen extended
- Referred for OPAT
- All parenteral antibiotics switched to enteral

reset

If there is a 72 hour review documented then answer as appropriate

These might be documented in the notes or in the prescription chart

There may be multiple reviews within 72 hours but these options should still be applicable by 48-72 hours

E.g. If patient is on Tazocin & clarithromycin for CAP but after 48 hours is changed to Tazocin alone, then this is a review with the “Antimicrobial regimen amended”

[reset](#)

Date Stopped

Please enter a date or click one of the options.

Delete the date to display further options.

Click 'reset' to clear any selected options.

 Today D-M-Y

Remains on antimicrobial at Critical Care discharge or transfer

Remains on antimicrobial at Day 14

Remains on antimicrobial at time of death

[reset](#)

This question will also only show for the **prospective cohort**

If you enter a stop date then the system will ask you questions as to why they were stopped

As with the demographics form, you can change the form to complete when you are happy or leave it incomplete, save it and come back

Antimicrobials Patient Data

<input type="checkbox"/> Data Collection Instrument	Baseline
Patient Demographics	<input checked="" type="radio"/>
Antimicrobials	<input checked="" type="radio"/> <input type="radio"/> +
Microbiology Results	<input type="radio"/>
Day 14 Outcome	<input type="radio"/>
Delete all data on event:	<input type="checkbox"/> X

If the patient is on more than one antimicrobial then click the '+' to add that

Open a new form for each drug

The “Microbiology Results” Form

Organism Page 1

What is the date that positive culture was taken?
* must provide value
31-03-2025 Today D-M-Y

What was the time that positive culture was taken?
* must provide value
12:45 Now H:M

What was the first result communicated to the team?
* must provide value
Gram stain result

Date and Time Communicated
Please enter a date and time or click 'Unknown'.
Delete the date / time to display further options.
01-04-2025 Today D-M-Y
01:00 Now H:M

PRIMARY ORGANISM

What organism was grown?
* must provide value
Escherichia coli

Confirmed microbiological isolate in
* must provide value
Blood cultures

Was any other organism grown with this culture (i.e., mixed growth)?
* must provide value
 Yes
 No
reset

Escherichia coli, Klebsiella species, Enterobacter species, Proteus species, Citrobacter species, Serratia species, Morganella species

Answer the questions using the medical notes or microbiology results system

Only the type of cultures listed here need to be input

Certain questions will open for certain results, such as resistance profiles or whether something is deemed to be a contaminant by the clinical team

Isolates listed as “I” or “Intermediate” sensitivity should **not** be counted as resistant
If the sensitivities aren't back yet then leave the form as incomplete

Record ID 14 Arm 1: Patient Data

 Data Collection Instrument	Baseline
Patient Demographics	
Antimicrobials	 
Microbiology Results	 
Day 14 Outcome	
Delete all data on event:	

As with the antimicrobials, each eligible culture needs its own form



Repeating Instruments

Antimicrobials 		
Baseline (Arm 1: Patient Data)		
(1)		
1		<i>Amoxicillin</i>
 Add new		

Microbiology Results 		
Baseline (Arm 1: Patient Data)		
(1)		
1		31-03-2025 <i>Escherichia coli</i> (Blood cultures)
 Add new		

The “Day 14 outcome” Form

Day 14 Outcome

What was the outcome at 12:00 on Day 14?
** must provide value*

Was the patient enrolled in a clinical trial investigating antimicrobial choice or course length?
** must provide value*

Form Status

Complete? Incomplete

NB This doesn't include TRIC-MAN

The Day 14 form is completed for all patients who were on antimicrobials on Day 0

Editing a patient's record

Total records: 2

Choose an existing Record ID	Arm 1: Patient Data	✓ -- select record -- 1 2
	+ Add new record for the arm s	

You can click on this to open up any individual record. Use your screening log to identify who is who

Reminder: **do not share** that screening log outside of your clinical team and destroy it after the project

Remember that patients who were on antimicrobials for **≤3 calendar days at D0** should be updated **regularly** as antimicrobials or microbiology results change, for a maximum of 14 days

Record ID **10**
Arm 1: Patient Data

Data Collection Instrument	Baseline
Patient Demographics	
Antimicrobials	 +
Microbiology Results	 +
Day 14 Outcome	
Delete all data on event:	✕

Then you can click on any form you want to edit

You can edit forms that have already been completed, but hopefully shouldn't need to

Blue means that some forms are complete, and some are incomplete

Using the dashboard to see all patients

This can be an efficient way of seeing which forms still need completing

You can use the **Dashboard** to see which records have not been completed yet (**red**)...

If some of the same type of form are complete and some incomplete then it will be **blue**

All records should be complete (**green**) by the end of Day 14

Displayed below is a table listing all existing records/responses and their status for every collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on the particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments and if you belong to a Data Access Group, you will only be able to view records that belong to that group.

Dashboard displayed: [Default dashboard] ▾

Displaying Data Access Group: -- ALL -- ▾

Displaying record: Page 1 of 1: "1" through "15" ▾ of 14 records

[+ Add new record for this arm](#)

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Arm 1: Patient Data | Arm 2: Organisation Data

Record ID	Baseline				
	Patient Demographics	Antimicrobials	Microbiology Results	Day 14 Outcome	
1	●	● +	● +	●	●
2	●	●	●	●	●
3	●	● +	● +	●	●
4	●	● +	● +	●	●
5	●	● +	● +	●	●
6	●	● +	● +	●	●
7	●	● +	● +	●	●

Adding your Unit Questionnaire

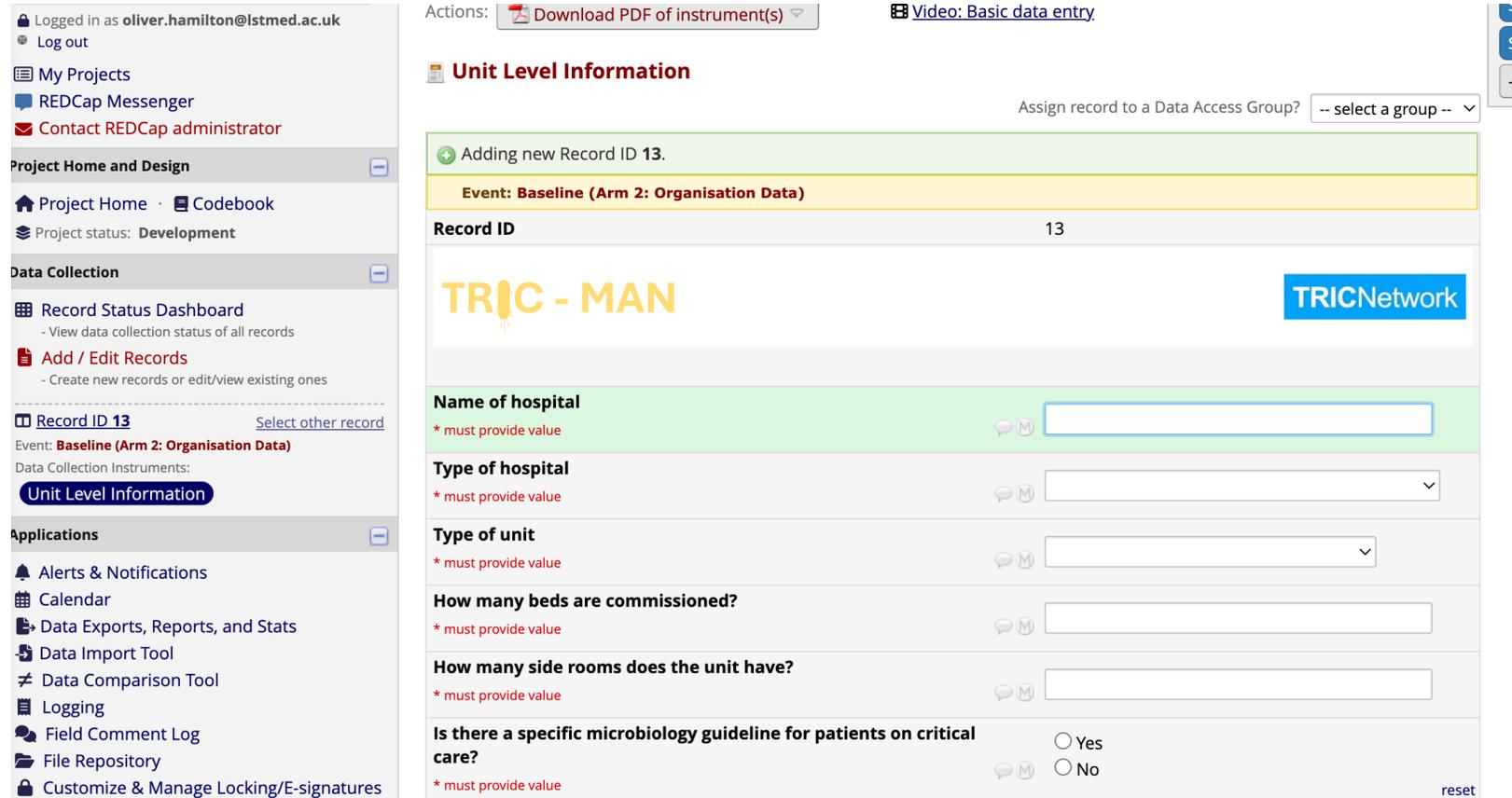
The unit-level questionnaire should be completed **once**, usually by the Site Lead.

This is done by clicking the arrow in this drop-down menu...

Total records: 2	
Choose an existing Record ID	Arm 2: Organisation Data ▾ -- select record -- ▾
+ Add new record for the arm selected above	

...and then adding a record

It will look like this. Please answer every question



Logged in as **oliver.hamilton@lstmed.ac.uk**
 Log out

My Projects
 REDCap Messenger
 Contact REDCap administrator

Project Home and Design

Project Home · Codebook
 Project status: **Development**

Data Collection

Record Status Dashboard
 - View data collection status of all records

Add / Edit Records
 - Create new records or edit/view existing ones

Record ID **13** [Select other record](#)
 Event: **Baseline (Arm 2: Organisation Data)**
 Data Collection Instruments:
Unit Level Information

Applications

Alerts & Notifications
 Calendar
 Data Exports, Reports, and Stats
 Data Import Tool
 Data Comparison Tool
 Logging
 Field Comment Log
 File Repository
 Customize & Manage Locking/E-signatures

Actions: [Download PDF of instrument\(s\)](#) [Video: Basic data entry](#)

Assign record to a Data Access Group? [-- select a group --](#)

Unit Level Information

Adding new Record ID 13.

Event: Baseline (Arm 2: Organisation Data)

Record ID 13

TRIC - MAN **TRICNetwork**

Name of hospital
 * must provide value

Type of hospital
 * must provide value

Type of unit
 * must provide value

How many beds are commissioned?
 * must provide value

How many side rooms does the unit have?
 * must provide value

Is there a specific microbiology guideline for patients on critical care?
 * must provide value Yes No

reset

NB.
 Name of hospital is just to check every unit answers once. We will **not** release individual unit data

Please email us if any question isn't clear

* must provide value

Are patients colonised with resistant organisms identifiable on the following:

* must provide value

- Signs around the bedspace
- Medical staff handover sheet
- Nursing staff handover sheet
- None of the above

Is a full surgical scrub (inc gown, mask, hat) required for the insertion of:

* must provide value

- Central lines
- Arterial lines
- None of the above

Is there routine use of procalcitonin to de-escalate antibiotics?

* must provide value

Yes No

Are serum beta-D-glucans routinely sent on those started on empiric anti-fungal therapy?

* must provide value

Yes No

Form Status

Complete? Complete ▾

Lock this instrument?

If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it.

Lock

Save & Exit Form Save & ... - Cancel -

Save & Exit Form Save & ... - Cancel -

As before, complete the form and save it when it is finished

Or leave it incomplete if you want to come back...

The system may say that you haven't answered every question. You can ignore this and leave, as long as you come back.

Don't click the 'Lock' button

Total records: 2	
Choose an existing Record ID	Arm 2: Organisation Data ▾ -- select record -- ▾
	+ Add new record for the arm selected above

You can use this drop-down to edit the previous form if required

If you have questions about something...

- Check the protocol
- Consider re-watching the webinar
- Ask your Site lead
- Email tricmanstudy@gmail.com

TRIC - MAN

Thank you