

Tapping into REDCap Capabilities to Improve Efficiency for PRMC Reviewers and Coordinators

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1. Background

Since the Siteman Cancer Center (SCC) transitioned to the OnCore Clinical Trials Management System (CTMS) in 2015, the protocol evaluation process for SCC Protocol Review and Monitoring Committee (PRMC) meetings has occurred exclusively within OnCore. This process involved PRMC coordinators manually creating individual evaluation sheets using Microsoft Word and then uploading them singly to OnCore. Reviewers then downloaded the forms, completed them, saved them locally, and re-uploaded them to OnCore. This proved to be a cumbersome and time-consuming procedure for reviewers and PRMC staff alike and did not allow the aggregation of metrics from the protocol evaluations. Additionally, committee votes for all protocol reviews occurred in-person during meetings pre-pandemic, but the shift to virtual meetings necessitated a new secure electronic system for tabulating committee votes. The SCC PRMC team turned to REDCap (Research Electronic Data Capture) as a means to improve the efficiency and effectiveness of both the protocol evaluation and voting processes for PRMC operations.

2. Goals:

- Reduce PRMC reviewer burden for completion of evaluation forms
- Decrease meeting preparation time and workload for PRMC coordinators
- Offer the ability to assess trends from the content of REDCap reviewer forms and voting determinations

3. Solutions and Methods

Immediately after committee meetings transitioned to virtual, a PRMC remote voting survey was deployed in REDCap. Building on this success, a series of REDCap surveys was developed to mimic the questions and comment fields on the existing reviewer forms. PRMC staff created instructions guiding reviewers on form completion. Review status can be monitored at a glance by PRMC staff via the record status dashboard, and prior to meetings, PRMC staff downloads a PDF of all reviews to upload to OnCore to maintain a complete study record. The process was pilot tested over a period of three months for nine meetings by a variety of reviewers from different disciplines, and suggested improvements were then incorporated into the finalized REDCap tool.

4. Outcomes

Feedback elicited from PRMC members indicated that they overwhelmingly preferred the REDCap process. Additionally, the meeting preparation procedure for PRMC coordinators has become five times faster. The process has also enabled the PRMC team to generate reports focused on review criteria that are most often marked as “unsatisfactory.”

5. Lessons Learned and Future Directions

Incorporating a pilot testing phase and soliciting feedback from several of the PRMC reviewers in different expertise areas greatly enhanced the ability to improve the REDCap survey prior to rollout to all committees. In the future, reviewer data gleaned from REDCap reports could allow for the creation of targeted educational materials highlighting certain protocol categories most often marked as “unsatisfactory” on contingent/deferred studies.