

# POSTVenTT

(POST operative Variations in anaemia treatment and Transfusions)

## A guide for Hospital Leads

As a hospital lead, you are responsible for coordinating the POSTVenTT project in your hospital. This document will guide you through some of the steps you can take to make the project a success at your centre. For further information, please also contact your State Lead or the POSTVenTT Project Management Group.

More details could be found [here](#).

### Applying for Local Governance

Please contact POSTVenTT Ethics & Governance team or your Regional/State Leads for any assistance  
Email your Local Governance Approval Letter to [postventt@uwa.edu.au](mailto:postventt@uwa.edu.au) before registering your mini teams

### Confirm members of mini teams in your hospital

Ensure each member has an ORCID ID  
<https://orcid.org/register>

Ensure each member has completed GCP training  
<https://globalhealthtrainingcentre.tghn.org/ich-good-clinical-practice/>

### Register for ALL members in your hospital on REDCap registration link

This list of members will be used for authorship of subsequent publications  
<https://redcap.link/postventtregister>

## 1. Get ethical/local governance approval early

All hospitals involved in the POSTVenTT project will have different requirements for ethical approval. Speak to your State Lead or the POSTVenTT Ethics & Governance subcommittee for further advice on the requirements in your region or to seek advice about local guidelines. They may be able to provide details required for registration and help you to facilitate local approvals.

## 2. Publicise the project

At your local hospital site, aim to advertise the POSTVenTT as widely as possible. This may include the following approaches:

- Promotional posters
- Public announcements in departmental meetings
- Emails to individuals who may be interested in the project

## 3. Recruit collaborators to 'mini-teams'

As a hospital lead, you are responsible for creating and managing "mini-teams" of medical students and trainees/junior doctors at each hospital. A mini-team is made up of a maximum of 4 individuals: 1-2 students and 1-2 surgical trainees/junior doctors.

Each hospital should also have a supervising consultant (who is responsible for clinical governance and will be listed as the Principal Investigator).

## 4. Registering on REDCap

Data will be collected through the secure REDCap data capture system.

For each participating centre, the hospital lead will be responsible for entering all collaborators' details (including supervising consultants) to REDCap:

- This includes name, email address, ORCID ID.
- It is compulsory for all participants to have Good Clinical Practice (GCP) training.
- Using this information, POSTVenTT will provide each collaborator with a login to the REDCap system to enable data collection.
- This information must be provided before the study begins.

This process can take a while, it is important to start recruiting your teams and have the relevant information ready early.

**Please note that REDCap accounts will be only issued to collaborators after your site obtained local governance approval.**

## REDCap registration page

Please ensure this is filled correctly as this will be used for the authorship.

Some people will be involved with the study in more than one site. You will only need to fill in the form once. Please ensure you list all hospitals you will participate at.

Please tick all the boxes as applicable.

GCP training is mandatory. All members must provide their GCP certificates.

First Name	<input type="text"/>
Middle Initial (if desired)	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Twitter Handle	<input type="text"/>
ORCID	<input type="text"/> <small>This is your unique 16 digit digital identifier! You won't be able to register until you have it. It's free and only takes a minute. Get one here: <a href="https://orcid.org">https://orcid.org</a></small>
Hospital	<input type="text"/>
Country	<input type="radio"/> Australia <input type="radio"/> New Zealand <input type="radio"/> Spain <input type="radio"/> Other <small>reset</small>
Level of Medical Training	<input type="radio"/> Medical Student <input type="radio"/> Intern <input type="radio"/> Resident / House Officer <input type="radio"/> Service / Unaccredited Registrar <input type="radio"/> Trainee / Accredited Registrar <input type="radio"/> Fellow <input type="radio"/> Consultant <input type="radio"/> Other <small>reset</small>
POSTVenTT Contribution	<input type="checkbox"/> Supervising Consultant One (Surgical) <input type="checkbox"/> Supervising Consultant Two (Critical Care) <input type="checkbox"/> Regional Lead <input type="checkbox"/> Local Hospital Lead <input type="checkbox"/> Mini-Team Leader - Colorectal Surgery <input type="checkbox"/> Mini-Team Leader - Upper GI <input type="checkbox"/> Mini-Team Leader - Vascular Surgery <input type="checkbox"/> Mini-Team Leader - Urology <input type="checkbox"/> Mini-Team Leader - Gynaecological Surgery <input type="checkbox"/> Mini-Team Leader - Hepatobiliary <input type="checkbox"/> Mini-Team Member - Colorectal Surgery <input type="checkbox"/> Mini-Team Member - Upper GI <input type="checkbox"/> Mini-Team Member - Vascular Surgery <input type="checkbox"/> Mini-Team Member - Urology <input type="checkbox"/> Mini-Team Member - Gynaecological Surgery <input type="checkbox"/> Mini-Team Member - Hepatobiliary <input type="checkbox"/> Steering Committee <input type="checkbox"/> Project Management Committee <input type="checkbox"/> Communications Committee <input type="checkbox"/> Data Management Committee <input type="checkbox"/> Ethics and Governance Committee <input type="checkbox"/> Writing Committee <input type="checkbox"/> Statistical Analysis <input type="checkbox"/> Pilot Data Collection <input type="checkbox"/> Other <small>Max 4 per mini-team speciality field</small>
Other / Additional info	<input type="text"/>
Please upload your Good Clinical Practice (GCP) certification:	<input type="button" value="Upload file"/> <small>You will need to be GCP trained to participate in this study. Please complete yours here for free! <a href="https://globalhealthtrainingcentre.tghn.org/ich-good-clinical-practice">https://globalhealthtrainingcentre.tghn.org/ich-good-clinical-practice</a></small>
Do you need a REDCap account (will you be entering data?) ?	<input type="radio"/> Yes <input type="radio"/> No <small>reset</small>

## 5. Organise a pilot study day

We recommend that all mini-teams perform a practice “trial” of the study protocol before the study begins. This will provide collaborators the opportunity to meet their mini-teams, familiarise themselves with the protocol and local hospital systems and troubleshoot any problems that may arise.

**Please note that ethical approval (as above) must be confirmed in advance of this.**

## 6. Prepare for the Study Launch

Once you have created mini-teams at your local hospitals and gained study approval, you are almost ready to start collecting data for the POSTVenTT project. There are some final important steps to ensure all collaborators are ready to begin data collection. This includes:

- Arrange a local meeting with all collaborators to discuss the study and answer questions
- Ensure that all mini-teams are complete and know where/when they are due to collect data
- Ensure all collaborators have a copy of the latest protocol [here](#)
- Ensure that you have registered all collaborators with the REDCap system (see above)

**Finally, we are here to help! Please contact us via [postventt@uwa.edu.au](mailto:postventt@uwa.edu.au) or Twitter: [@postventt](https://twitter.com/postventt)**

**Make your centre a success!**