

SITE CHECKLIST

Neonatal Minimally Invasive Surgery Trainer Project

Site Checklist



Introduction

This document contains a checklist for Site Directors participating in the Neonatal Minimally Invasive Surgery Trainer Project, sponsored by the International Pediatric Endosurgery Group. A list of equipment and instructions is included to assist in preparing to begin Training Sessions and related data collection. Please refer to the [NMTP Resource page](#) for assistance in completion of the items listed here.

Abbreviations Used in this Document

IPEG	International Pediatric Endosurgery Group
MIS	Minimally Invasive Surgery
NMTP	Neonatal MIS Trainer Project
PC	Program Coordinator (IPEG)
REDCap	Research Electronic Data Capture
SC	Local Site Coordinator
SD	Local Site Director
TS	MIS Training Session
	Further subdivided as:
	<i>TS-E</i> – Evaluation Training Session
	<i>TS-P</i> – Practice Training Session
	<i>TS-O</i> – Optional Training Session

Agreements

- Confirm completion of NMTP agreement-should have been done via link from IPEG at time of verifying contact information

Personnel

- Site Director – a pediatric surgeon responsible for local oversight and leadership of the NMTP
- Site Coordinator (optional) – *any* site staff other than SD will require *a separate REDCap account* to access the REDCap database.

To request additional accounts email NMTP@nationwidechildrens.org and include the Coordinator's full name, telephone number, email address and institution.

Data Entry

- REDCap Account for SD / SC. After receiving notice that the account has been created, follow instructions for [Account Activation](#).
- Internet-connected computer or tablet with a compatible web browser to be used in data entry (can be located at MIS Trainer Station).
- BEFORE 15 June:** Complete confirmation testing of site data entry (see Appendix A).

Surgical Instruments

- 3mm laparoscopic atraumatic bowel grasper x2
- 3mm laparoscopic Maryland dissector
- 3mm laparoscopic scissor
- 3mm laparoscopic needle driver x2

MIS Trainer Station

- Printed Copy of NMTP User Manual
- Computer or tablet (see Data Entry section)
OR
Printed copy of NMTP [Data Collection Form](#)
- TELE PACK integrated light source, monitor and camera control unit
OR
Equivalent components in a laparoscopic tower.
- Laparoscopic camera
- Surgical telescope (30 degree, 4 mm diameter recommended).
- USB flash memory or external disk drive (optional)
- Trainer box with Neoprene cover
- Table with height adjustment or step stool
- Metric ruler
- Suture scissor

Consumables

- Suture: 3-0 or 4-0 braided suture attached to taper needle (Ethicon TF / RB-1 or Covidien CVF21 / CV-23)
- Suture: 2-0 braided suture attached to taper needle (Ethicon TF / RB-1 or Covidien CVF21 / CV-23)
- Replacement components for trainer boxes (supplied with boxes)

Appendix A – Confirmation of Site Data Entry (REDCap)

Site staff (SD or SC) who will be performing data entry during training sessions should **activate REDCap account(s)**, then perform the following functions *prior to enrolling local participants* to ensure that REDCap access is in place and functional (see the accompanying document, “Data Entry Using REDCap Database” for more information). This process involves the creation of test data, which will be removed from the REDCap database prior to NMPT enrollment start on 1 July. **ALL CONFIRMATION TESTING MUST BE COMPLETE PRIOR TO 15 JUNE 2018.**

- Log in to the REDCap site:
https://redcap.nchri.org/redcap_v7.5.2/index.php?pid=1162)
- Enroll and randomize a test participant (use the SD or SC email address to test).
- Complete the Participant Survey using the link received via email from REDCap.
- In the test participant record, open the TS-E (Baseline) training session.
- Enter the test data (using web browser or manual timing method) for a complete training session.
- Complete the baseline TS record and save the data.
- Review participant data in the Record Status Dashboard
- Email the technical coordinator at NMTP@nationwidechildrens.org to report successful completion of the confirmation testing or for assistance if data entry confirmation is unsuccessful.