

Guidance on completing 'COVID 19 Restart & Recover' on EDGE

Introduction

Below are instructions on how to go about completing the information needed to re-open studies at UHS. We hope this makes it easier for you to get this information to us quickly. There are screen shots in the appendix to help you.

We know this will be somewhat tedious – we wish there was another way! With over 600 studies to consider for restart, it will help us get through things quicker if you help out. We appreciate your support in advance.

Logging in and Finding your studies

1. Go to www.EDGE.nhs.uk
2. Enter your email address into the username field (unless you have changed this) and your password and click login. NB if you have forgotten your password you can reset it by clicking on 'Forgotten your password?' and following the instructions. If you are unable to log in then please email Edge2Admin@uhs.nhs.uk and it will be sent to you.
3. Click on 'Projects' at the top of the screen
4. Ensure 'Assigned Projects' is highlighted and click search. A list of all of the studies you have been assigned to will appear in the results.
5. If a large list of studies appears click on 'More Options' in the grey box and then click on 'Pick' next to project site status and choose 'Recruitment on hold - COVID-19'. Then click close and then search. This can be repeated for the statuses below.
6. On the list under the 'Sites' column there the site status for your studies is displayed. You only need to complete the information for those marked 'Recruitment on hold - COVID-19' 'Follow up on hold - COVID-19' and 'Project site setup suspended - COVID-19'.
7. Click on the short title of the study.

Completing Information needed

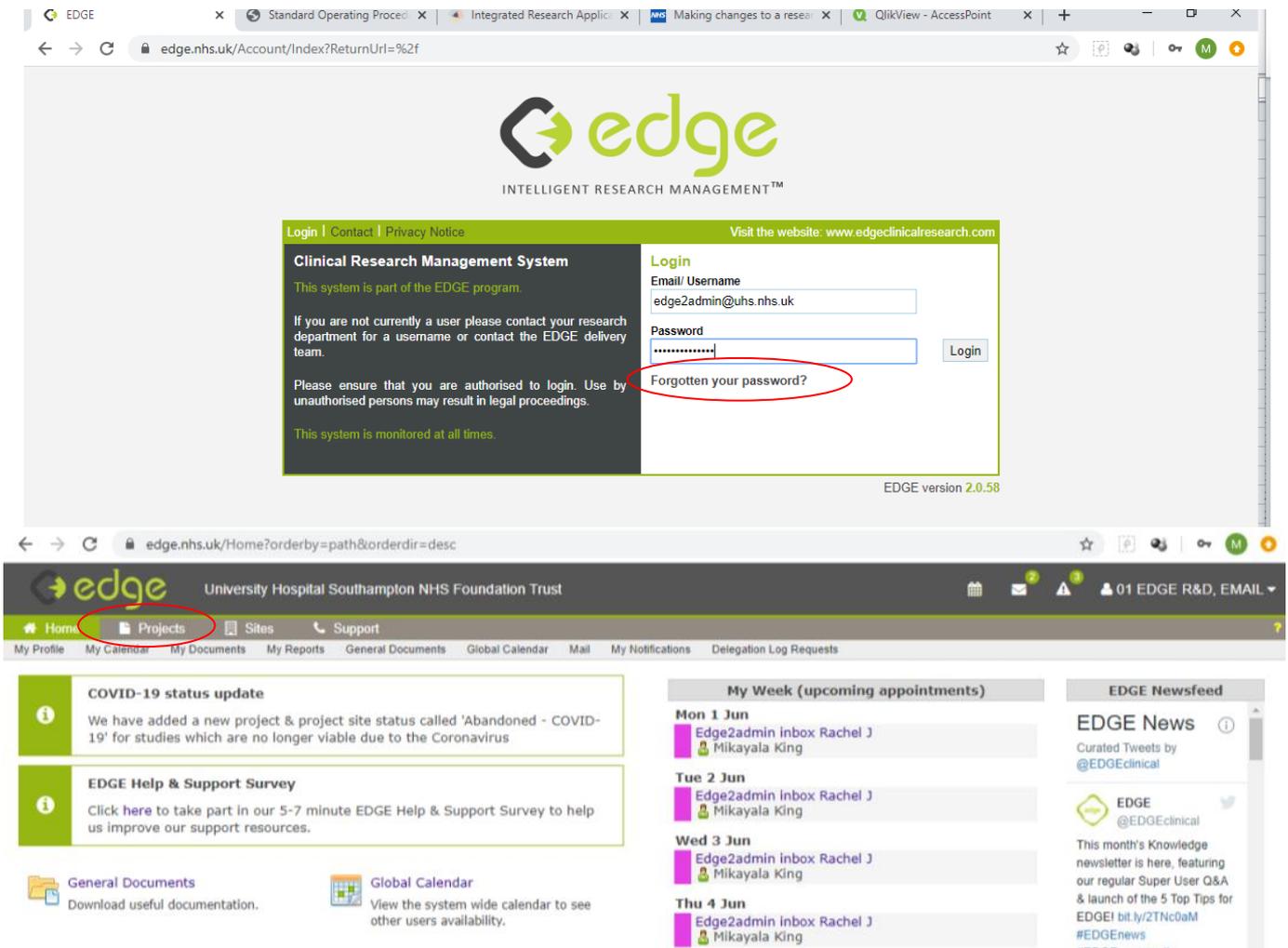
8. Below the green banner click on 'Attributes'
9. Locate the 'COVID 19 Restart & Recover' Attribute in the list and click on it (they are in alphabetical order).
10. A list of fields will appear and on the Right hand side will be 'Edit Delete Audit', click on Edit.

11. You can now answer the question or complete the information. This is via radio buttons, dropdowns, checklists, dates, numbers and text fields.
12. Once answered, tick the 'Public' box and click save. You can now move to the next and so on.

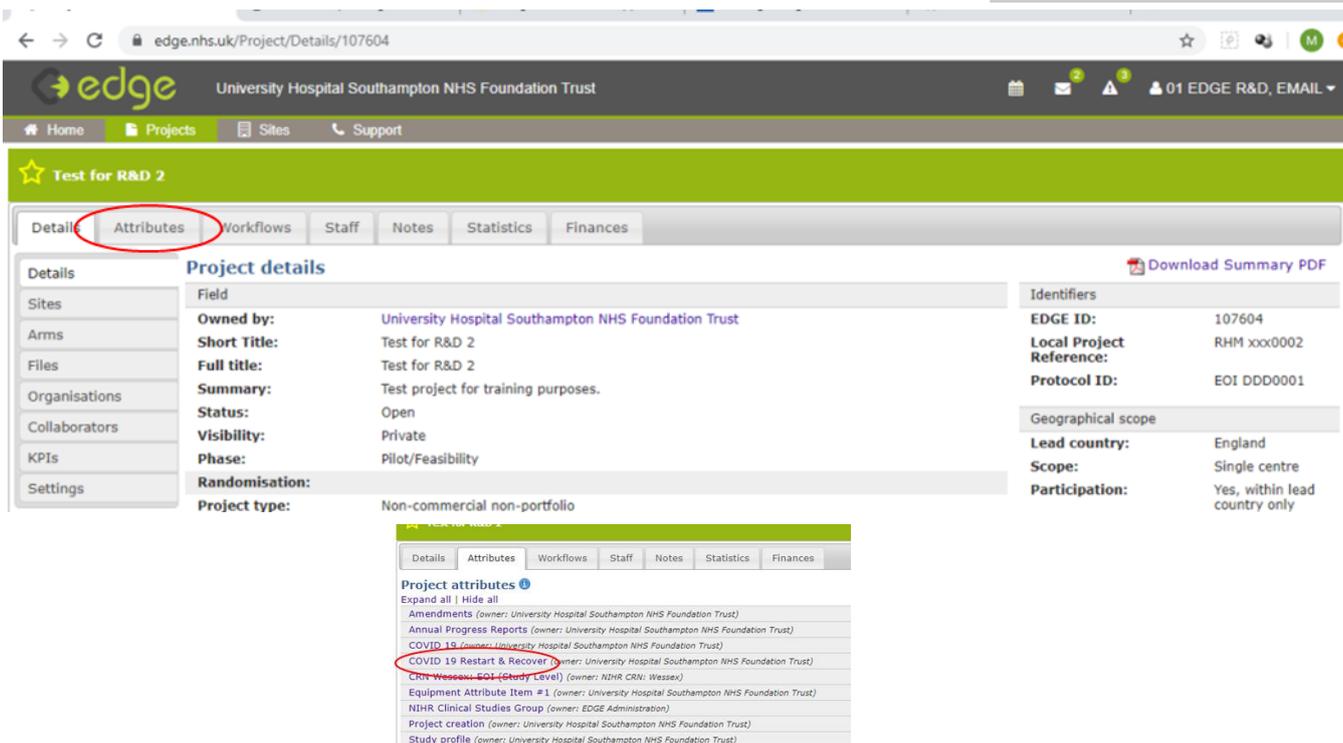
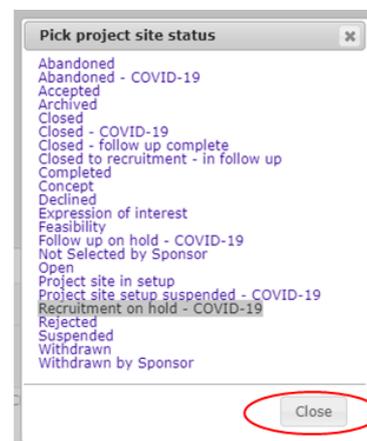
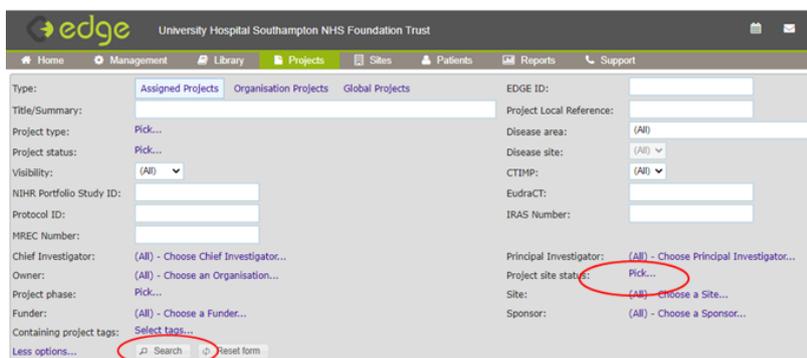
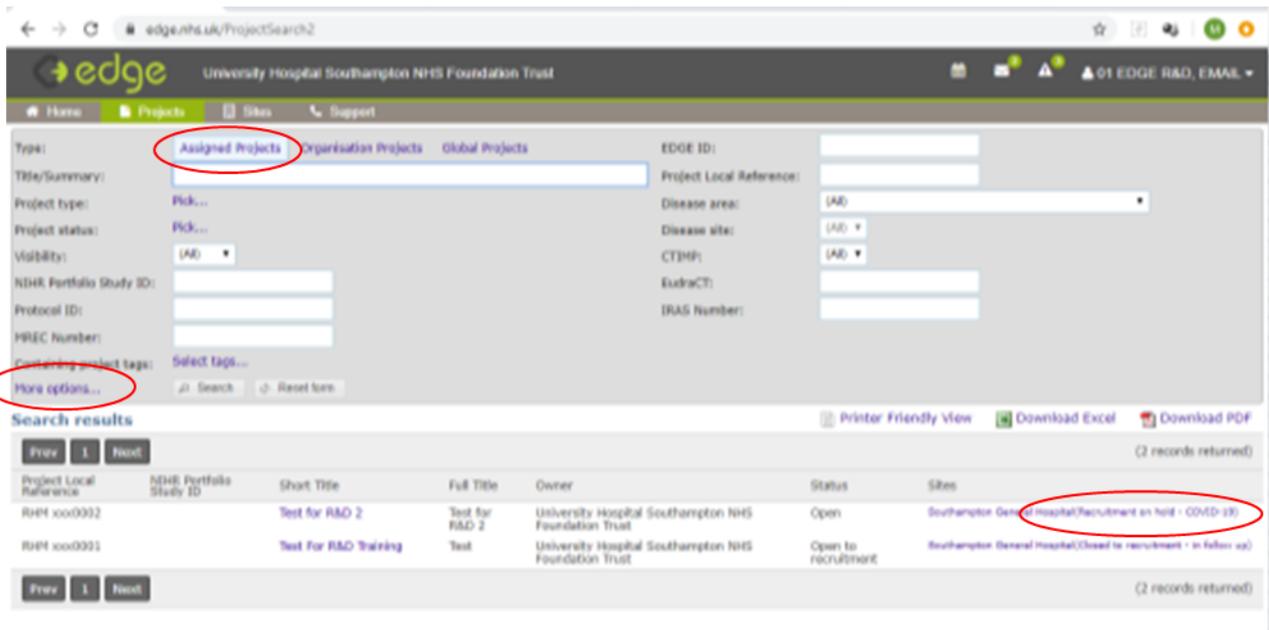
We know this is NOT as slick as surveymonkey – but it will help us start studies faster to have the information.

Problems and Issues

If you have any problems at all then please contact Edge2Admin@uhs.nhs.uk and one of our EDGE champions will be able to help. Please bear with us as we are down on numbers but endeavour to get back to you as soon as possible. Alternatively there are support pages found by clicking on 'Support' and then on 'Need some Help?'



The screenshot displays the EDGE Clinical Research Management System interface. At the top, the 'edge' logo is visible with the tagline 'INTELLIGENT RESEARCH MANAGEMENT™'. Below the logo is a navigation bar with links for 'Login', 'Contact', and 'Privacy Notice'. The main content area is divided into two columns. The left column contains a 'Clinical Research Management System' section with a login form. The form includes fields for 'Email/ Username' (containing 'edge2admin@uhs.nhs.uk') and 'Password' (masked with dots). A 'Login' button is positioned to the right of the password field. A link for 'Forgotten your password?' is circled in red. The right column contains a 'My Week (upcoming appointments)' section with a list of appointments for Monday 1 Jun, Tuesday 2 Jun, Wednesday 3 Jun, and Thursday 4 Jun, each listing 'Edge2admin inbox Rachel J' and 'Mikayala King'. Below the appointments is an 'EDGE Newsfeed' section with 'EDGE News' and a tweet from '@EDGEclinical'. At the bottom of the page, there is a navigation menu with 'Home', 'Projects', 'Sites', and 'Support'. The 'Projects' link is circled in red. Below the navigation menu are several informational boxes: 'COVID-19 status update', 'EDGE Help & Support Survey', 'General Documents', and 'Global Calendar'.



Project attributes

Expand all | Hide all

Amendments (owner: University Hospital Southampton NHS Foundation Trust)

Annual Progress Reports (owner: University Hospital Southampton NHS Foundation Trust)

COVID 19 (owner: University Hospital Southampton NHS Foundation Trust)

COVID 19 Restart & Recover (owner: University Hospital Southampton NHS Foundation Trust)

- ✘ Has the site met its recruitment target? [Edit Delete Audit](#)
- ✘ If site target met, Why should study reopen? [Edit Delete Audit](#)
- ✘ Has the study been suspended by the sponsor? Yes [Edit Delete Audit](#)
- ✘ Sponsor/CI Opinion: Is the study still viable? [Edit Delete Audit](#)
- ✘ What is the Sponsors time frame for re-opening? [Edit Delete Audit](#)
- ✘ PI Opinion: Is the study still viable? [Edit Delete Audit](#)
- ✘ R&D Opinion: Is the study still viable? [Edit Delete Audit](#)
- ✘ Study Viability: Comments [Edit Delete Audit](#)

Edit Attribute

Attributes

Attribute	Value
Has the site met its recruitment target?	Yes

Save Cancel

COVID 19 Restart & Recover (owner: University Hospital Southampton NHS Foundation Trust)

- ✔ Has the site met its recruitment target? No [Edit Delete Audit](#)
- ✘ If site target met, Why should study reopen?

edge University Hospital Southampton NHS Foundation Trust

Home Projects Sites **Support**

Need some help?
Access our centrally managed support area. You can access a wide range of online guides covering how to use EDGE or submit support tickets for issues and topics not covered in the guides.

Got an idea?
Submit a suggestion on how we can further improve EDGE, or comment and rate other users ideas to help prioritise the development schedule.

Your local administrators

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Organisation contact email
You can contact your Organisation using the following email address
researchmanagement@uhs.nhs.uk

EDGE Help Desk
Finally, you can contact the EDGE support team, using the following email address.
edge@soton.ac.uk

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