



# Pediatric Sedation Research Consortium

## Database Onboarding Instructions

### 1. Accessing the PSRC database

You may access the database using your personalized login information at the following URL:

<https://www.sac-cu.org/PSRC/>

Note: If you had access to the legacy database at Dartmouth, your login information to the legacy database will not grant you access to the current database. You will need to obtain new login information by emailing the Research Committee Chair.

### 2. Institutional Review Board (IRB) Preparation

Every participating site is required to obtain approval or exemption from their respective IRB. A template IRB protocol and other supporting documents can be found on the “PSRC Resources” link on the Society for Pediatric Sedation Research section:

<https://www.pedsedation.org/psrc-resources/>

The template must be customized to your institution and submitted as a current IRB, and each institution should ensure that the content is appropriate and applicable to their site.

### 3. Data Auditing Requirements

Every 6 months, you will be required to perform two audits:

- a) Total number of cases performed for the last 6 months, and total number of cases entered into the database over the same period of time
- b) Review 5 records of cases performed in the last 6 months and confirm the information submitted was accurate

Please send this information to: [Joseph.cravero@childrens.harvard.edu](mailto:Joseph.cravero@childrens.harvard.edu)

Institutions that do not complete these audits will have their data from the 6 months preceding the outstanding audit request removed from the database.



#### **4. Institutional Questionnaire: Sedation Practice Description, Data Collection & Auditing Plan**

You will be asked to complete and submit an institutional questionnaire when your site initially joins the PSRC, and at 3-year intervals (i.e. 2018, 2021, 2024, 2027, etc.). Questionnaires will need to be re-submitted even if no changes have occurred since the last questionnaire was completed. This will allow us to keep an up-to-date record of your sedation practice description and regularly assess your data collection & auditing plan in light of changes in practice, personnel or resources that may naturally occur over time.

If there is a change to the most recently submitted questionnaire during a 3-year interval, please send an updated questionnaire to the Research Committee Chair and Vice Chair.

#### **5. Maintenance of Contact information**

It is absolutely imperative that the PSRC have an up to date and accurate list of individuals who are responsible for overseeing PSRC activities at each institution. Please ensure that you have sent the Chair and Vice Chair the name and contact information (email, phone number) for this individual at your institution.

If there is a change in the person responsible for PSRC activities at your institution, please notify and update the Chair and Vice Chair with the new person's name and contact information as soon as possible.

#### **6. Select Founding Principles**

Although we do our best to provide as much explicit guidance as possible with regard to participating in the consortium and database, there will inevitably be circumstances that are not immediately addressed. We hope to continually address these issues through our FAQ section below, as well as through a select excerpt of the Founding Principles stated here:

- We are dedicated to the concept that pediatric sedation is delivered by a wide range of specialists, and that each will have unique expertise to lend to the study of sedation delivery.
- The group is intended to be cooperative in nature and foster interest and understanding in the methods that are used by individuals with different training and points of view.
- No institution will be obligated to conform to any particular mode of sedation delivery because of participation.
- We are not just a data collection group. We are searching for best practice, and are using a large database to determine what is best practice. We are ultimately seeking improved care for children not only nationally, but also internationally, with regard to sedation practice.

## FAQs

***“Is it okay if I am not collecting information about sedations that are being performed in other parts of my institution?”***

Yes. You are not responsible for collecting information about sedations that your group may not be involved with. However, you are required to collect data on all patients in your predefined sedation sites. You are not allowed to selectively enter data for patients in that population or site. For instance, you may choose to submit data from the MRI scanner at your institution. If that is the case, then you should attempt to report as close to 100% of non-selected cases from the MRI scanner. This activity would be considered completely distinct from your CT scan cases that you may or may not choose to report.

***“What should I do if I submit a record, and realize that I made an error and want to correct it?”***

Contact the Research Committee Chair and inform them as soon as possible that you need to correct an entry. However, because entries are de-identified once they are submitted, please provide as much information as possible to help them identify your record, including the time and date you made the entry.

***“How do I obtain reports with information about my institution’s sedation practices and outcomes?”***

Once you have logged in to the PSRC website, there is a link for “Data Summaries” in the dropdown menu (top left hand corner of screen). This will take you to the Data Summary tool that will allow you to obtain a report with the desired information over any specified time period.