

# Plasma Protein and Related Products (PPRP) Redistribution Hospital User Guide



Inspiring and facilitating best  
transfusion practices in Ontario.



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# Plasma Protein and Related Products Redistribution User Guide

## 1. Program Summary

The Provincial Redistribution Program was established in order to provide a mechanism for hospitals to redistribute blood and blood products with an aim of reducing the overall number of components and products that outdate at Ontario hospitals. The Plasma Protein and Related Product (PPRP) portion of the program is a partnership between Ontario Regional Blood Coordinating Network (ORBCoN) and the Factor Concentrate Redistribution Program (FCRP) which requests hospitals to identify near to expiration products or products they know they will not use and facilitates the redistribution of the products.

The current process for the PPRP Redistribution Program was evaluated and recommendations for improvement were formulated based on feedback from stakeholders. The feedback concluded the program is valuable for both cost savings and product savings and the use of upgrading to an online reporting solution for the PPRP redistribution program would increase the efficiency of the process.

Based on the recommendations an online reporting system has been developed using a program called Research Electronic Data Capture (REDCap). This is a hospital user guide for reporting and tracking PPRP inventory to be redistributed in REDCap. ORBCoN and FCRP will continue to facilitate the redistribution and cover courier costs where necessary.

## REDCap and Interface

## 2. Hospital Contact Information

The hospital contact information utilized for PPRP Redistribution includes the hospital name, site (if applicable), region and the current redistribution contact name, email and phone number.

This information may be edited and updated at any time by ORBCoN/FCRP. Hospitals may have more than one contact person entered in the redistribution database. The active contacts will receive an invitation email to participate in the PPRP reporting survey, similar to receiving the PPRP bi-monthly report. Only one report should be submitted from your site for each survey period.

**\*Please contact ORBCoN/FCRP personnel with changes in hospital contacts.**

## 3. Canadian Blood Services (CBS) Product List

Each PPRP distributed by CBS has a unique name, lot number, unit of measure (UOM) and price per year. All products regardless of expiry date are available in the database.

**\*Please contact ORBCoN / FCRP personnel if you are unable to see a specific product in the product list.**

## 4. How to access REDCap

REDCap (Research Electronic Data Capture) is a secure, web-based software platform designed to support data capture for research studies, providing 1) an intuitive interface for validated data capture; 2) audit trails for tracking data manipulation and export procedures; 3) automated export procedures for seamless data

downloads to common statistical packages; and 4) procedures for data integration and interoperability with external sources.<sup>1,2</sup>

An email will be sent to each participating hospital on a bimonthly basis that will include the REDCap survey which will allow users to enter/report the soon to expire PPRP inventory at their facility. The reporting may be done at any time during the survey period (60 days), however once you submit the survey is completed.

**\*Edits may be made by ORBCoN/FCRP personnel or by the hospital if a link is requested from ORBCoN to re-enter.**

## 5. Invitation Email to Hospital Bi-Monthly Survey

- An email invitation from ORBCoN will be sent to all active contacts in the PPRP redistribution program
- A reminder email will be sent if you don't respond to the survey
- There will be a survey link in the email unique to your hospital (and site); please do not forward this link outside your institution
- Please read invitation email for any current updates/alerts on PPRP

Example of invitation email:

Please complete your Bi-monthly Plasma Protein and Related Product report by filling out the survey using the hospital specific link below.

1. *If you have any product(s) you do not anticipate using before expiry, please indicate the Product name, Lot number, Number of vials and Expiry date you have available to redistribute and we will work with you to try and redistribute it before it expires.*
2. *If you have product(s) you wish to report for redistribution not listed in the product dropdown please notify your regional ORBCoN office and provide Product Name, Lot Number, Number of vials and Expiry Date.*
3. *In the event of an outbreak: if you require Hep B, VariZig, GamaSTAN or Cytogam please check with your ORBCoN office first to see if there are products that could be redistributed to your site. These products are in abundance out in the hospital system and are extremely hard to redistribute due to the nature of the product demand and all hospitals stocking the same lot number.*

You may open the survey in your web browser by clicking the link below:

[Bi-monthly Survey](#)

If the link above does not work, try copying the link below into your web browser:

<https://mctr.mcmaster.ca/surveys/?s=BCaGxcoVcH>

This link is unique to you and should not be forwarded to others.

*As always if you have any questions or concerns please do not hesitate to contact one of your ORBCoN or FCRP coordinators.*

- Click on the link "Bi-monthly Survey"
- If the link does not work please copy and paste the provided link into your browser
- The following screen will open – see screenshot below

## Bi-monthly Survey

Resize font: [Survey Queue](#)

*Plasma Protein and Related Products (PPRP) Redistribution Program For the Province of Ontario*

Hospital Region	CE	Pre-populated fields cannot edit
Hospital Site	ORBCoN - Central	
Email	alison.wendt@sunnybrook.ca	
<b>Entered By</b> * must provide value	Alison Wendt Please provide first and last name	Enter name of user entering data
Contact Phone Number	999999999 EXT NA	
Report Time Period (begin)	2021-07-15 Y-M-D	
Report Time Period (end)	2021-09-14 Y-M-D	
<b>Date Entered by Site</b> * must provide value	2021-09-13  Today Y-M-D	
<b>Please indicate:</b> * must provide value	<input type="radio"/> We DO NOT have PPRPs to redistribute. <input type="radio"/> We have PPRPs to redistribute.	reset
<div>Submit</div> <div>Save &amp; Return Later</div>		

- The fields will be pre-populated with the information for the active contact in the database to include: Hospital Region, Hospital Site, Email and Contact phone number. These fields cannot be changed. The reporting time period will pre-populate as well.
- Mandatory fields are flagged in red “must provide a value”
- Please note: Email – is read only for the active contact.
- Entered by - to be completed by active contact and / or designated user entering the PPRP data (First and Last name)
- Date Entered by Site and an indication if you have PPRPs to report for redistribution  
Data will be linked to the current survey and specific hospital but will record the user entering the data


**\*Please contact ORBCoN / FCRP personnel with any updates to hospital contacts**

## Bi-Monthly Survey Reporting



### 6. How to enter NO PPRPs to redistribute

#### Bi-monthly Survey

Resize font:  
+ | -

 [Survey Queue](#)

*Plasma Protein and Related Products (PPRP) Redistribution Program For the Province of Ontario*

Hospital Region	<input type="text" value="CE"/>
Hospital Site	<input type="text" value="ORBCoN - Central"/>
Email	<input type="text" value="alison.wendt@sunnybrook.ca"/>
<b>Entered By</b> <small>* must provide value</small>	<input type="text" value="Alison Wendt"/> <small>Please provide first and last name</small>
Contact Phone Number	<input type="text" value="999999999 EXT NA"/>
Report Time Period (begin)	<input type="text" value="2021-07-15"/> Y-M-D
Report Time Period (end)	<input type="text" value="2021-09-14"/> Y-M-D
<b>Date Entered by Site</b> <small>* must provide value</small>	<input type="text" value="2021-09-13"/>  Today Y-M-D
<b>Please indicate:</b> <small>* must provide value</small>	<div><input type="radio"/> We DO NOT have PPRPs to redistribute. </div> <div><input type="radio"/> We have PPRPs to redistribute.</div> <div>reset</div>
<div>Submit</div> <div>Save &amp; Return Later</div>	

**Please indicate:**  
\* must provide value

☒ We DO NOT have PPRPs to redistribute.
 ☐ We have PPRPs to redistribute.
 [reset](#)

**Note (if any)**

[Expand](#)

- If you do not have any product to report in the current period, Select “We DO NOT have PPRPs to redistribute”
- Select “Submit”
- The following message will display (see below)
- Select “Close survey” and you have completed the entry for the reporting period.

[Close survey](#)

Thank you for taking the survey.  
Have a nice day!

Powered by REDCap

### Summary Email

- A survey summary in PDF format will be sent to your email for your records

### Mandatory fields not completed

- If you submit and have not completed all fields the following box will pop up

**NOTE: Some fields are required!** ✕

Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below.

Provide a value for...

- Hospital Region

- Select “Okay”
- Form will re-open. Complete required field(s)
- Select “Submit”

### Save and Return Later

- If you select “Save and Return” later, you will see the following:

### Your survey responses were saved!

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need the survey link to this survey.

**Survey link for returning**  
 You may bookmark this page to return to the survey. OR you can have the survey link emailed to you by providing your email address below. If you do not receive the email soon afterward, please check your Junk Email folder.

\* Your email address will not be stored

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Or if you wish, you may continue with this survey again now.

## 7. How to enter PPRPs to redistribute

### Bi-monthly Survey

Resize font: [Survey Queue](#)

*Plasma Protein and Related Products (PPRP) Redistribution Program For the Province of Ontario*

Hospital Region	CE	
Hospital Site	ORBCoN - Central	
Email	alison.wendt@sunnybrook.ca	
Entered By	Alison Wendt	
	Please provide first and last name	
Contact Phone Number	9999999999 EXT NA	
Report Time Period (begin)	2021-07-15	Y-M-D
Report Time Period (end)	2021-09-14	Y-M-D
Date Entered by Site	2021-09-13	Today Y-M-D
Please indicate:	<input type="radio"/> We DO NOT have PPRPs to redistribute. <input type="radio"/> We have PPRPs to redistribute.	
	<input type="button" value="Submit"/> <input type="button" value="Save &amp; Return Later"/>	

3 Pre-populated  
fields cannot edit

Enter name of user  
entering data



**Please indicate:**  
\* must provide value

☐ We DO NOT have PPRPs to redistribute.  
☒ We have PPRPs to redistribute. [reset](#)

Submit

Save & Return Later

## CBS Product to Be Redistributed

RESIZE TOOL [Survey Queue](#)

Hi alison.wendt@sunnybrook.ca,

Please fill in your stock report as of 2021-09-13.

Please indicate if you have any of these products in the CBS list, and you anticipate not using them prior to expiry, or you need them redistributed because you do not have a user.

*Plasma Protein and Related Products (PPRP) Redistribution Program For the Province of Ontario*

**Please note: Products entered in this survey must not have been issued for Homecare. Homecare products are **not eligible** for redistribution. However, if you have product that has been returned from Homecare, please contact us.**

**Product List**  
\* must provide value

**Product(s) / Vial(s)**  
\* must provide value

**Does this product have an adjusted expiry date as per storage outside manufacturer's recommended storage temperature?**  
\* must provide value

☐ Yes  
☐ No [reset](#)

**Is this product a return from a Homecare patient?**  
\* must provide value

☐ Yes  
☐ No [reset](#)

**I verify the data entered is correct.**

☐ Yes  
☐ No [reset](#)

Submit and

[More product to report](#)

— or —

Submit

Save & Return Later

- **Product List** - You may search to select the PPRP to enter in the **Product List** one of three ways:
  1. Dropdown menu;
  2. Typing the product name; and
  3. Typing the lot number

Note: Please ensure the correct lot number, product name and dose is selected as there may be multiple options

ie

17968811A; BERINERT (1500 IU); 2021-01-26  
 18068811A; BERINERT (1500 IU); 2021-01-28  
 18168811A; BERINERT (1500 IU); 2021-02-18  
 18268811A; BERINERT (1500 IU); 2021-02-20

### 1. Search to select product by clicking on product list dropdown

## CBS Product to Be Redistributed

RESIZE FULL [Survey Queue](#)

Hi alison.wendt@sunnybrook.ca,

Please fill in your stock report as of 2021-09-13.

Please indicate if you have any of these products in the CBS list, and you anticipate not using them prior to expiry, or you need them redistributed because you do not have a user.


*Plasma Protein and Related Products (PPRP) Redistribution Program For the Province of Ontario*

**Please note: Products entered in this survey must not have been issued for Homecare. Homecare products are **not eligible** for redistribution. However, if you have product that has been returned from Homecare, please contact us.**

<b>Product List</b> <small>* must provide value</small>	<input type="text"/>
<b>Product(s) / Vial(s)</b> <small>* must provide value</small>	1423964; ELOCTATE (2000 IU); 2022-04-30 1423966; ELOCTATE (500 IU); 2021-10-31 1424118; ALPROLIX (3000 IU); 2021-12-31 19K20L370A; CINRYZE (1000 IU); 2022-10-31 23002011; HEPAGAM B (1 G); 2021-07-31 23002011; HEPAGAM B (1 ML); 2021-07-31 23002086; HEPAGAM B (5 G); 2021-07-31 23002086; HEPAGAM B (5 ML); 2021-07-31 23002101; VARIZIG (125 IU); 2021-09-30 23002152; WINRHO (1500 IU); 2021-09-30 23002152; WINRHO (1 EA); 2021-09-30 23002153; WINRHO (1500 IU); 2021-09-30 23002153; WINRHO (1 EA); 2021-09-30 23002154; WINRHO (1500 IU); 2021-09-30 23002154; WINRHO (1 EA); 2021-09-30
<b>Does this product have an adjusted expiry date as per storage outside manufacturer's recommended storage temperature?</b> <small>* must provide value</small>	
<b>Is this product a return from a Homecare patient?</b> <small>* must provide value</small>	
<input type="button" value="reset"/>	
<b>I verify the data entered is correct.</b>	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="reset"/>	

## 2. Search to select product by typing the first letters of the product name

### CBS Product to Be Redistributed

Resize font:  [Survey Queue](#)


Hi alison.wendt@sunnybrook.ca,

Please fill in your stock report as of 2021-09-13.


Please indicate if you have any of these products in the CBS list, and you anticipate not using them prior to expiry, or you need them redistributed because you do not have a user.

*Plasma Protein and Related Products (PPRP) Redistribution Program For the Province of Ontario*

**Please note: Products entered in this survey must not have been issued for Homecare. Homecare products are **not eligible** for redistribution. However, if you have product that has been returned from Homecare, please contact us.**

<b>Product List</b> <small>* must provide value</small>	<input type="text" value="ber "/>  <div><div>P100063045; BERINERT (1500 IU); 2022-01-2</div><div>P100063778; BERINERT (1500 IU); 2022-01-2</div><div>P100074223; BERINERT (1500 IU); 2022-02-0</div><div>P100078231; BERINERT (1500 IU); 2022-03-0</div><div>P100086815; BERINERT (1500 IU); 2022-03-1</div><div>P100087239; BERINERT (1500 IU); 2022-03-2</div><div>P100087243; BERINERT (1500 IU); 2022-03-2</div><div>P100087247; BERINERT (1500 IU); 2022-03-2</div><div>P100087371; BERINERT (1500 IU); 2022-03-2</div><div>P100093180; BERINERT (1500 IU); 2022-04-1</div><div>P100093188; BERINERT (1500 IU); 2022-04-1</div><div>P100094394; Berinert (500 IU); 2021-10-13</div><div>P100097929; BERINERT (1500 IU); 2022-04-2</div><div>P100098444; Berinert (1500 IU); 2022-04-27</div><div>P100105307; BERINERT (1500 IU); 2022-04-3</div></div> <div>reset</div>
<b>Product(s) / Vial(s)</b> <small>* must provide value</small>	
<b>Does this product have an adjusted expiry date as per storage outside manufacturer's recommended storage temperature?</b> <small>* must provide value</small>	
<b>Is this product a return from a Homecare patient?</b> <small>* must provide value</small>	
<b>I verify the data entered is correct.</b>	<div><input type="radio"/> Yes</div> <div><input type="radio"/> No</div> <div>reset</div>

### 3. Search to select product by typing the first numbers of the product lot number

Resize font: 
[Survey Queue](#)

## CBS Product to Be Redistributed

Hi [alison.wendt@sunnybrook.ca](mailto:alison.wendt@sunnybrook.ca),

Please fill in your stock report as of 2021-09-13.

Please indicate if you have any of these products in the CBS list, and you anticipate not using them prior to expiry, or you need them redistributed because you do not have a user.



*Plasma Protein and Related Products (PPRP) Redistribution Program For the Province of Ontario*

**Please note: Products entered in this survey must not have been issued for Homecare. Homecare products are **not eligible** for redistribution. However, if you have product that has been returned from Homecare, please contact us.**

<b>Product List</b> <small>* must provide value</small>	<input style="width: 90%;" type="text" value="p100035"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">             P100035190; BERINERT (1500 IU); 2021-10-04              P100035195; BERINERT (1500 IU); 2021-10-06              P100035662; RIASTAP (1 G); 2023-01-16              P100035957; ALBUREX 5% (500 ML); 2021-09-30              P100035958; ALBUREX 5% (500 ML); 2021-09-30           </div>
<b>Product(s) / Vial(s)</b> <small>* must provide value</small>	
<b>Does this product have an adjusted expiry date as per storage outside manufacturer's recommended storage temperature?</b> <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No <div style="text-align: right;"><a href="#">reset</a></div>
<b>Is this product a return from a Homecare patient?</b> <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No <div style="text-align: right;"><a href="#">reset</a></div>
<b>I verify the data entered is correct.</b>	<input type="radio"/> Yes <input type="radio"/> No <div style="text-align: right;"><a href="#">reset</a></div>

- Once you find the appropriate PPRP to report, highlight to select
- **Products(s) / Vials(s)** - Enter the number of vials you have in inventory to redistribute.
- This is a free text mandatory field

## CBS Product to Be Redistributed



Resize font:  |  [Survey Queue](#)

Hi [alison.wendt@sunnybrook.ca](mailto:alison.wendt@sunnybrook.ca),

Please fill in your stock report as of 2021-09-13.

Please indicate if you have any of these products in the CBS list, and you anticipate not using them prior to expiry, or you need them redistributed because you do not have a user.

*Plasma Protein and Related Products (PPRP) Redistribution Program For the Province of Ontario*

<b>Please note: Products entered in this survey must not have been issued for Homecare. Homecare products are <b>not eligible</b> for redistribution. However, if you have product that has been returned from Homecare, please contact us.</b>	
<b>Product List</b> <small>* must provide value</small>	P100035190; BERINERT (1500 IU); 2l 
<b>Product(s) / Vial(s)</b> <small>* must provide value</small>	4 
<b>Does this product have an adjusted expiry date as per storage outside manufacturer's recommended storage temperature?</b> <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No <a href="#">reset</a>
<b>Is this product a return from a Homecare patient?</b> <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No <a href="#">reset</a>
<b>I verify the data entered is correct.</b>	<input type="radio"/> Yes <input type="radio"/> No <a href="#">reset</a>

- **Adjusted expiry date** - Does product have an adjusted expiry date? Yes / No
- Answer appropriately
- **Yes** – enter the adjusted expiry date

## CBS Product to Be Redistributed

Resize font:  
+ | -

[Survey Queue](#)

Hi [alison.wendt@sunnybrook.ca](mailto:alison.wendt@sunnybrook.ca),

Please fill in your stock report as of 2021-09-13.

Please indicate if you have any of these products in the CBS list, and you anticipate not using them prior to expiry, or you need them redistributed because you do not have a user.

*Plasma Protein and Related Products (PPRP) Redistribution Program For the Province of Ontario*

**Please note: Products entered in this survey must not have been issued for Homecare. Homecare products are **not eligible** for redistribution. However, if you have product that has been returned from Homecare, please contact us.**

**Product List**  
\* must provide value

P100035190; BERINERT (1500 IU); 2l

**Product(s) / Vial(s)**  
\* must provide value

4

**Does this product have an adjusted expiry date as per storage outside manufacturer's recommended storage temperature?**  
\* must provide value

☒ Yes  
☐ No

reset

**What is the adjusted expiry date?**  
\* must provide value

Today Y-M-D

**Notes**

Expand

- **Adjusted expiry date** - Does product have an adjusted expiry date? Yes/No
- **No** – proceed to answer the following questions

## CBS Product to Be Redistributed

Resize font:  
+ | -


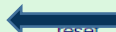
[Survey Queue](#)

Hi [alison.wendt@sunnybrook.ca](mailto:alison.wendt@sunnybrook.ca),

Please fill in your stock report as of 2021-09-13.

Please indicate if you have any of these products in the CBS list, and you anticipate not using them prior to expiry, or you need them redistributed because you do not have a user.

*Plasma Protein and Related Products (PPRP) Redistribution Program For the Province of Ontario*

<b>Please note: Products entered in this survey must not have been issued for Homecare. Homecare products are <b>not eligible</b> for redistribution. However, if you have product that has been returned from Homecare, please contact us.</b>	
<b>Product List</b> <small>* must provide value</small>	P100035190; BERINERT (1500 IU); 2l 
<b>Product(s) / Vial(s)</b> <small>* must provide value</small>	4
<b>Does this product have an adjusted expiry date as per storage outside manufacturer's recommended storage temperature?</b> <small>* must provide value</small>	<input type="radio"/> Yes <input checked="" type="radio"/> No  <a href="#">reset</a>
<b>Is this product a return from a Homecare patient?</b> <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No <a href="#">reset</a>
<b>I verify the data entered is correct.</b>	<input type="radio"/> Yes <input type="radio"/> No <a href="#">reset</a>

- **Homecare Issue** – Is this product a return from a Homecare patient?
- Yes / No

## CBS Product to Be Redistributed

Hi [alison.wendt@sunnybrook.ca](mailto:alison.wendt@sunnybrook.ca),

Please fill in your stock report as of 2021-09-13.

Please indicate if you have any of these products in the CBS list, and you anticipate not using them prior to expiry, or you need them redistributed because you do not have a user.

*Plasma Protein and Related Products (PPRP) Redistribution Program For the Province of Ontario*

Resize font:

[Survey Queue](#)

**Please note: Products entered in this survey must not have been issued for Homecare. Homecare products are **not eligible** for redistribution. However, if you have product that has been returned from Homecare, please contact us.**

<b>Product List</b> <small>* must provide value</small>	<input type="text" value="P100035190; BERINERT (1500 IU); 2"/>
<b>Product(s) / Vial(s)</b> <small>* must provide value</small>	<input type="text" value="4"/>
<b>Does this product have an adjusted expiry date as per storage outside manufacturer's recommended storage temperature?</b> <small>* must provide value</small>	<input type="radio"/> Yes <input checked="" type="radio"/> No <div style="text-align: right;"><a href="#">reset</a></div>
<b>Is this product a return from a Homecare patient?</b> <small>* must provide value</small>	<input checked="" type="radio"/> Yes <input type="radio"/> No <div style="text-align: right;"><a href="#">reset</a></div>
<b>I verify the data entered is correct.</b>	<input type="radio"/> Yes <input type="radio"/> No <div style="text-align: right;"><a href="#">reset</a></div>

### 7a Verify the data is correct - YES

- “I verify the data entered is correct”  
This is verifying the data entry for this one PPRP, number of vials, storage temperature and Homecare issue only
- Select either “Yes / No”
- Answer appropriately

**Verify the data is correct - Yes**



I verify the data entered is correct.

☒ Yes  
☐ No

reset

Submit and

[↻ More product to report](#)

– or –

[Submit](#)

[Save & Return Later](#)

- If you have more product to report, select the “More product to report”

- Click [↻ More product to report](#)
- A blank form will open
- Repeat the above steps for all PPRPs to redistribute

- If you have finished entering all products, select [Submit](#)
- The summary screen will open
- Review the Summary to ensure information is correct.  
The total number of vials requiring redistribution and a detailed list of each PPRP - name, lot number and expiry
- Select “Submit”

Summary

Resize font: [+](#) [-](#) [Survey Queue](#)

Date: 2021-09-13

Hospital: ORBCoN - Central

Email: alison.wendt@sunnybrook.ca

Enter by: Alison Wendt

You have indicated:

Total number of product(s) eligible to be redistributed reported during this time period - in total 4 product(s) / vial(s).

Total number of CBS products requiring redistribution:

4 for P100035190; BERINERT (1500 IU); 2021-10-04

[Submit](#)

[Save & Return Later](#)

- The following message will display (see below) when “Submit” is selected
- Select “Close survey” if satisfied with the review of your entry
- Select “Download” if you are submitting on behalf of the active contact who will also receive the email summary

[Close survey](#)

**Thank you for taking the survey. A summary will arrive via email, please check spam or junk folder if you do not receive it.**

Have a nice day.

Download your survey response (PDF): [Download](#)

**Survey Queue** [Get link to my survey queue](#)

Listed below is your survey queue, which lists any other surveys that you have not yet completed.  
To begin the next survey, click the 'Begin survey' button next to the title.

Status	Survey Title	
✓ Completed	Bi-monthly Survey – Bi-Monthly Survey (Arm 12: S4-2021)	<a href="#">Edit response</a>
✓ Completed	CBS Product to Be Redistributed – Bi-Monthly Survey (Arm 12: S4-2021) – #1 <a href="#">+ More product to report</a>	<a href="#">Edit response</a>
✓ Completed	Summary – Bi-Monthly Survey (Arm 12: S4-2021)	<a href="#">Edit response</a>

- This final screen indicates the Status completed/incomplete by Survey Title
- Each form completed is considered a survey record.
- There are three survey titles
  - Bi-monthly Survey;
  - CBS Product to be Redistributed; and
  - Summary
- The Survey Title “CBS Product to Be Redistributed” will vary dependent on the number of PPRPs entered as there will be one for each PPRP
- You may edit your entry by selecting the “Edit response” which will re-open the form allowing an edit
- Edits will be discussed in the following section
- “Close survey” – found in the top left corner
- An email will be sent to the active contact with a PDF of your survey data entered
- Select “Download” if you are submitting on behalf of the active contact, who will also receive the email summary

## Summary

Response was added on 09/13/2021 2:37pm.

Date: 2021-09-13

Hospital: ORBCoN - Central

Email: alison.wendt@sunnybrook.ca

Enter by: Alison Wendt

You have indicated:

Total number of product(s) eligible to be redistributed reported during this time period - in total 4 product(s) / vial(s).

Total number of CBS products requiring redistribution: 4

4 for P100035190; BERINERT (1500 IU); 2021-10-04

I verify the data entered is correct.

☒ Yes  
☐ No

### 7b Verify the data is correct – NO

- “I verify the data entered is correct”  
This is verifying the data entry for this one PPRP, number of vials, storage temperature and Homecare issue only
- Select either “Yes / No”
- Answer appropriately

## CBS Product to Be Redistributed

Resize font:  
+ | -

[Survey Queue](#)

Hi [alison.wendt@sunnybrook.ca](mailto:alison.wendt@sunnybrook.ca),

Please fill in your stock report as of 2021-09-13.

Please indicate if you have any of these products in the CBS list, and you anticipate not using them prior to expiry, or you need them redistributed because you do not have a user.

*Plasma Protein and Related Products (PPRP) Redistribution Program For the Province of Ontario*

I verify the data entered is correct.

☐ Yes

☒ No

reset

Submit and

[↻ More product to report](#)

— or —

[Submit](#)

[Save & Return Later](#)

- If you select “**No**” the data entered will not be saved and the form above will open immediately with the option to select:
    - “More product to report”;
    - “Submit” ;or
    - “Save and Return Later”
  - If you have more product to report
- [↻ More product to report](#)
- Click
  - A blank form will open
  - Repeat the above steps until you are finished entering your PPRPs to redistribute

- If you have finished entering all products, select
- The summary screen will open

[Submit](#)

Summary

Resize font

Survey Queue

**Date:** 2021-09-13

**Hospital:** ORBCoN - Central

**Email:** alison.wendt@sunnybrook.ca

**Enter by:** Alison Wendt

**You have indicated:**

Total number of product(s) eligible to be redistributed reported during this time period - in total 4 product(s) / vial(s).

**Total number of CBS products requiring redistribution:**

4

4 for P100035190; BERINERT (1500 IU); 2021-10-04

Submit

Save & Return Later

- Review the “Summary” to ensure information is correct. The total number of vials requiring redistribution and a detailed list of each PPRP - name, lot number and expiry
- The “Summary” will display the total number of CBS PPRPs requiring redistribution and a detailed list of PPRP, lot number and expiry date
- Select “Submit” when satisfied with your entry

Close survey

**Thank you for taking the survey. A summary will arrive via email, please check spam or junk folder if you do not receive it.**

Have a nice day.

Download your survey response (PDF):

Download

Survey Queue

Get link to my survey queue

Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.

Status	Survey Title	
✓ Completed	Bi-monthly Survey – Bi-Monthly Survey (Arm 12: S4-2021)	<div>Edit response</div>
✓ Completed	CBS Product to Be Redistributed – Bi-Monthly Survey (Arm 12: S4-2021) – #1 <div>+ More product to report</div>	<div>Edit response</div>
✓ Completed	Summary – Bi-Monthly Survey (Arm 12: S4-2021)	<div>Edit response</div>

- This final screen indicates the Status completed/incomplete by 'Survey Title'
- Each form completed is considered a survey.
- There are three survey titles:
  - Bi-monthly Survey;
  - CBS Product to be Redistributed; and
  - Summary
- The Survey Title "CBS Product to Be Redistributed" will vary dependent on the number of PPRPs entered, as there will be one for each PPRP
- You may edit your entry by selecting the "Edit response" which will re-open the form allowing an edit
- Edits will be discussed in the following section
- "Close Survey" – found in the top left corner
- An email will be sent with a PDF of your survey data entered and/or you may download and print the survey responses in PDF

Confidential

Record ID 1000041-54-2021 ORBCoN - Central (Bi-Monthly Survey)  
Page 1

## Summary

Response was added on 09/13/2021 2:37pm.

---

Date: 2021-09-13

Hospital: ORBCoN - Central

Email: alison.wendt@sunnybrook.ca

Enter by: Alison Wendt

You have indicated:

Total number of product(s) eligible to be redistributed reported during this time period - in total 4 product(s) / vial(s).

---

Total number of CBS products requiring redistribution: 4

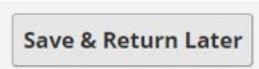
---

4 for P100035190; BERINERT (1500 IU); 2021-10-04

---

I verify the data entered is correct. ☒ Yes ☐ No

## 8. How to Save and Return Later

- If you select  the following message will appear

## Your survey responses were saved!

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need the survey link to this survey.

### Survey link for returning

You may bookmark this page to return to the survey, OR you can have the survey link emailed to you by providing your email address below. If you do not receive the email soon afterward, please check your Junk Email folder.

\* Your email address will not be stored

---

Or if you wish, you may continue with this survey again now.

- Answer appropriately to return later
- Click “Continue Survey Now” if you wish to finish

## 9. How to exit a blank screen when no more PPRPs to enter for redistribution

## CBS Product to Be Redistributed

Hi [alison.wendt@sunnybrook.ca](mailto:alison.wendt@sunnybrook.ca),

Please fill in your stock report as of 2021-09-13.

Please indicate if you have any of these products in the CBS list, and you anticipate not using them prior to expiry, or you need them redistributed because you do not have a user.

*Plasma Protein and Related Products (PPRP) Redistribution Program For the Province of Ontario*

<b>Please note: Products entered in this survey must not have been issued for Homecare. Homecare products are <b>not eligible</b> for redistribution. However, if you have product that has been returned from Homecare, please contact us.</b>	
<b>Product List</b> <small>* must provide value</small>	<input type="text"/>
<b>Product(s) / Vial(s)</b> <small>* must provide value</small>	<input type="text"/>
<b>Does this product have an adjusted expiry date as per storage outside manufacturer's recommended storage temperature?</b> <small>* must provide value</small>	<div><input type="radio"/> Yes <input type="radio"/> No</div> <div>reset</div>
<b>Is this product a return from a Homecare patient?</b> <small>* must provide value</small>	<div><input type="radio"/> Yes <input type="radio"/> No</div> <div>reset</div>
<b>I verify the data entered is correct.</b>	<div><input type="radio"/> Yes <input type="radio"/> No</div> <div>reset</div>
<div>Submit and</div> <div><a href="#">↻ More product to report</a></div> <div>— or —</div> <div><a href="#">Submit</a></div> <div><a href="#">Save &amp; Return Later</a></div>	

- Blank screen opens due to selecting “More product to report”
- If you do not have any more entries, select “No” to the question “I verify the data entered is correct”



## CBS Product to Be Redistributed

Resize font: | [Survey Queue](#)

Hi [alison.wendt@sunnybrook.ca](mailto:alison.wendt@sunnybrook.ca),

Please fill in your stock report as of 2021-09-13.

Please indicate if you have any of these products in the CBS list, and you anticipate not using them prior to expiry, or you need them redistributed because you do not have a user.

*Plasma Protein and Related Products (PPRP) Redistribution Program For the Province of Ontario*

I verify the data entered is correct.

☐ Yes

☒ No

reset

Submit and

[↻ More product to report](#)

— or —

[Submit](#)

[Save & Return Later](#)

- The data entered will not be saved and the blank form will open
- Follow steps in 7b for saving blank form, survey summary and email summary

## 10. What to do when you miss entering a field

If you miss a field this pops up

**NOTE: Some fields are required!**

Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below.

Provide a value for...

- Product List
- Product(s) / Vial(s)
- Does this product have an adjusted expiry date as per storage outside manufacturer's recommended storage temperature?
- Please confirm all product entered were NOT issued and returned for homecare. If you do have any of this product, please contact us.

[Okay](#)

- Select Okay and return to previous page and enter required fields

## Components of the Survey (Queue) –Survey Title, Status

### 11. Looking at the Survey Queue

- This final screen indicates the Status complete/incomplete by 'Survey Title'
- Each form completed is considered a survey:
  - Bi-monthly survey** – Hospital information;
  - CBS Product to be Redistributed** – PPRPs to redistribute; and
  - Summary** – summary of PPRPs reported and verified
- Each form has the functionality to edit response
- The Survey Title “CBS Product to Be Redistributed” will vary dependent on the number of PPRPs entered.
  - Example: Bi-monthly Survey (Arm 12: S4-2021) - #1
  - This unique number/identifier will be assigned for each PPRP entered (Arm12: S4-2021) #2, (Arm12: S4-2021) #3 etc.
- The survey arm is important to recognize as it is in each form and indicates the current survey you are entering:
  - S = Survey, there are 6 surveys per year as it is a bi-monthly survey report ie. S1, S2, S3 etc.
  - 2021 = year, the survey year
  - S4-2021 = Survey 4 (July / September) in 2021

The example below is Survey S4 - 2021

Close survey

Thank you for taking the survey. A summary will arrive via email, please check spam or junk folder if you do not receive it.

Have a nice day.

Download your survey response (PDF): [Download](#)

**Survey Queue** [Get link to my survey queue](#)

Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.

Status	Survey Title	
✓ Completed	Bi-monthly Survey – Bi-Monthly Survey (Arm 12: S4-2021)	<a href="#">Edit response</a>
✓ Completed	CBS Product to Be Redistributed – Bi-Monthly Survey (Arm 12: S4-2021) – #1	<a href="#">Edit response</a>
✓ Completed	CBS Product to Be Redistributed – Bi-Monthly Survey (Arm 12: S4-2021) – #2	<a href="#">Edit response</a>
✓ Completed	<a href="#">+ More product to...</a>	<a href="#">Edit response</a>
✓ Completed	Summary – Bi-Monthly Survey (Arm 12: S4-2021)	<a href="#">Edit response</a>

- You may edit your entry by selecting the “Edit response” which will re-open the form allowing an edit
- Edits will be discussed in the following section

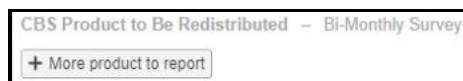
- You may add more product by selecting, “+ More product to report” (see below)
- “Close survey” – found in the top left corner
- An email will be sent with a PDF of your survey data entered and/or you may download and print the survey responses in PDF

## 11.a Survey Queue – Edit Response

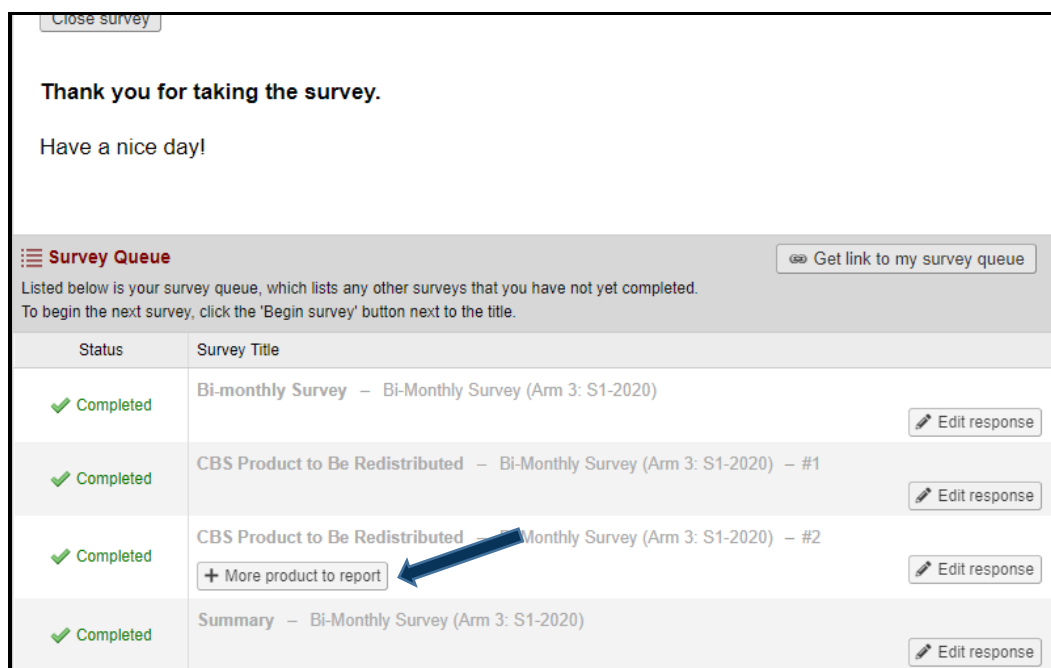
- CBS Product to Be Redistributed – Bi-Monthly Survey
  - Each PPRP entered has a unique number in the order of entry ie.#1 #2
  - Select Edit Response for the PPRP you wish to edit
  - (If you don’t remember the sequence you entered the PPRPs in, you may have to click edit response on more than one until you open the PPRP you wish to edit)
  - The CBS Product to Be Redistributed Form will open displaying the data entered, edit response accordingly and save
- Follow steps in 7.0 how to Enter PPRPs

## 11.b Survey Queue – Add More Product

- If you need to add more PPRPs and are on the summary page, select



- The CBS Product to Be Redistributed form will open
- Follow steps from 7.0 How to Enter PPRPs



## 11.c Survey Queue – Get Link to my Survey

[Close survey](#)

**Thank you for taking the survey. A summary will arrive via email, please check spam or junk folder if you do not receive it.**

Have a nice day.

Download your survey response (PDF): [Download](#)

**Survey Queue** [Get link to my survey queue](#)

Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.

Status	Survey Title	
✓ Completed	Bi-monthly Survey – Bi-Monthly Survey (Arm 12: S4-2021)	<a href="#">Edit response</a>
✓ Completed	CBS Product to Be Redistributed – Bi-Monthly Survey (Arm 12: S4-2021) – #1	<a href="#">Edit response</a>
✓ Completed	CBS Product to Be Redistributed – Bi-Monthly Survey (Arm 12: S4-2021) – #2	<a href="#">Edit response</a>
	<a href="#">+ More product to report</a>	
✓ Completed	Summary – Bi-Monthly Survey (Arm 12: S4-2021)	<a href="#">Edit response</a>

**Get link to my survey queue** [X](#)

To obtain your survey queue link, which will allow you to return to your survey queue in the future, you may copy and paste the link displayed in the text box below, or you may have it emailed to you at your email address.

**Copy and paste the survey queue link**

<https://mctr.mcmaster.ca/surveys/?sq=XX3urBoFZT>

— OR —

**Send the survey queue link in an email**

[Send](#)

[Close](#)

## 12. References

<sup>1</sup>PA Harris, R Taylor, R Thielke, J Payne, N Gonzalez, JG. Conde, Research electronic data capture (REDCap) – **A metadata-driven methodology and workflow process for providing translational research informatics support**, *J Biomed Inform.* 2009 Apr;42(2):377-81.

<sup>2</sup>PA Harris, R Taylor, BL Minor, V Elliott, M Fernandez, L O’Neal, L McLeod, G Delacqua, F Delacqua, J Kirby, SN Duda, REDCap Consortium, **The REDCap consortium: Building an international community of software partners**, *J Biomed Inform.* 2019 May 9 [doi: 10.1016/j.jbi.2019.103208]