

Plan Overview

A Data Management Plan created using DMP Tool

Title: Modelo multivariável para prever tempo de duração de cirurgia: desenvolvimento e validação

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Data for developing a multivariable model to predict surgery times

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Modelo multivariável para prever tempo de duração de cirurgia: desenvolvimento e validação

Data Collection

What data will you collect or create?

I will create a table where the first column is called id. Each surgery will be represented by a unique ID, a number not correlated to any other variable to prevent identification.

Following columns will be age (ordinal variable 18-29, 30-39, 40-49, 50-59, 60-64, 65-74, 75-84, 85-96, >96), body mass index (kg/m²), previous surgeries at the same site (count), surgeries planned (compound variable representing every surgery planned), main surgeon code (an internal unique code for each surgeon), week day (sunday to saturday), starting time (morning, afternoon), main anesthesiologist code (an internal unique number for each anesthesiologist), surgery time estimated by the main surgeon, surgery time estimated by the anesthesiologist.

Data will be stored in CSV format and we expect thousands of cases.

CSV enables sharing and long-term access to the data because it is very simple and universal.

How will the data be collected or created?

We plan to use RedCap for data collection but if it fails, we will adopt FormSUS which handles versioning and can export to CSV format. Twelve independent research assistants will help in data collection. Weekly, i will audit two random records. Also, i will perform summary statistics for the collected data (minimum, maximum, median, mean and standard variation, to assure consistency) and will also audit extreme cases (outliers). Some cases will also be collected more than once by independent research assistants at random, to assure data consistency. If any error is detected, i will call the responsible for the collection of the wrong data and we will study the error source and plan new strategies to mitigate it.

Data entry will be standardized by the RedCap or FormSUS forms.

Documentation and Metadata

What documentation and metadata will accompany the data?

A readme file will accompany the data to help secondary users to understand and reuse it. Full columns names including units of measurement or possible classes.

It will include the study title and public study register (which includes methodology used), where to find the official data (it is important to give an official source because modified data may be shared between users), who created the data, the date of creation and file version and conditions to access and use it. A link to the public source code used in data analysis will also be shared.

Ethics and Legal Compliance

How will you manage any ethical issues?

Before the study starts, we need to gain approval from our local ethics committee. We will ask authorization for individual patient data preservation and sharing.

No identification variable will be collected in this study. No sensitive data is expected.

How will you manage copyright and Intellectual Property Rights (IP/IPR) issues?

Data is owned by Hospital Universitário de Brasília. We plan to publish the data using Creative Commons Attribution 4.0 International licence. We plan to publish the versions of the shared data every 12 months or more, because we intend to shuffle the cases order to make individual identification even harder.

Storage and Backup

How will the data be stored and backed up during the research?

Redcap and FormSUS have sufficient storage, free of charge. We plan to download data and make backups every 6 months in an encrypted file stored in Mendeley Data. The principal investigator will be responsible for the data backup. In the event of an incident in RedCap or FormSUS server, data from the Backup will be recovered from Mendeley Data.

How will you manage access and security?

We do not plan to collect any sensitive data. The data collected does not need to be secured.

I will comply with law 13.709 published in 14/08/2018, retrieved September 13, 2018, from http://www.planalto.gov.br/ccivil_03/_Ato2015-2018/2018/Lei/L13709.htm and HIPAA (*Health Insurance Portability and Accountability Act*).

Selection and Preservation

Which data are of long-term value and should be retained, shared, and/or preserved?

All the collected data have medium-term value because they are specific for our hospital. The data does not need to be destroyed for contractual, legal or regulatory purposes, but from surgeries not performed anymore or from professionals who do not work for the hospital anymore will not be used anymore. We intend to preserve the data in Mendeley Data up until Mendeley Data drops it.

What is the long-term preservation plan for the dataset?

It will be held in Mendeley Data and RedCap or FormSUS. We do not expect any direct cost for us using those technologies.

Data Sharing

How will you share the data?

Users will know about our data from our website, from Mendeley Data and from future published articles. I intend to share the data using CC BY 4.0 licence. I will make new versions available every year up until we finish our study. I will pursue a DOI for the data.

Are any restrictions on data sharing required?

No, i intend to share it using CC BY 4.0 licence.

Responsibilities and Resources

Who will be responsible for data management?

The principal investigator, Gabriel Magalhaes Nunes Guimaraes, is the responsible for implementing the DMP and to revise it when necessary. Twelve anesthesiology residents will be responsible for the data collection. RedCap / FormSUS will be responsible for data storage. The principal investigator will be responsible for backups, data quality and data sharing. The principal investigator will also be responsible for ensurance of relevant policies respect.

What resources will you require to deliver your plan?

I plan to use RedCap, but if it fails, FormSUS will be used because it allows creation of intelligent forms and audit trails. No specific additional software or hardware is expected.
