How to participate in the CAPACITY registry

VERSION FOR DUTCH HOSPITALS

1. If you want to participate in CAPACITY please send an email to info@capacity-covid.eu with the following information:

- Your name
- The name and location of your centre
- Departments within your hospital that would like to collect data (e.g. Cardiology, Intensive Care etc.)

2. Please download our Data Processing Agreement (DPA) from our website (Page: 'For professionals' under the section 'Study documents download'). Please note that the DPA is not negotiable. If your hospital does not agree with the terms specified in this document it is still possible to participate in CAPACITY. In these instances, we will facilitate you with the necessary documents to start collecting data for CAPACITY within your own REDCap environment.

3. Hand in the following documents at your hospital;

- DPA for a signature by the person authorized to sign this form at your hospital (Division Manager)
- Hand in the non-WMO form at your local Medical Research Ethics Committee for approval
- Contact the Privacy Officer at your centre to inform him/her of the handled opt-out procedure

4. Send an e-mail to info@capacity-covid.eu with the following information:

- The name and e-mail address of the person that has been appointed as local coordinator at your centre. It is important to appoint a local coordinator at your hospital to prevent double entries for the same patient by involved researchers from different departments, since most patients with COVID-19 are treated by more than one medical speciality.
- The DPA signed by the person authorized to sign this form at your hospital.
- The METC approval
- The names, email-addresses and speciality of all researchers at your hospital that require an REDCap account to fill in data. Also indicate for each person whether they need access to the data collection instruments of the ISARIC-WHO (https://isaric.tghn.org/covid-19-clinical-research-resources/), CAPACITY or both. It is for example possible that researchers from the Department of Cardiology only fill in the CAPACITY data collection instruments extension and the Department of Pulmonology the ISARIC-WHO data collection instruments.

5. In due time, your local coordinator and all involved researchers at your hospital will receive REDCap login details via e-mail. Please check your spam folder in case you have not received this e-mail. If you experience any technical issues with REDCap please contact redcap@heart-institute.nl

6. Start collecting your data! The local coordinator at your centre is held responsible for generating study ID's via the Standard Operating Procedure (SOP) and updating the key. Both these documents can be found on www.capacity-covid.eu . The CAPACITY one-pager can also be found online and contains a summary of the most important aspects of this study for all clinicians and researchers involved.

7. Provide each patient, or their close family member in case the patient is critically ill, with a Patient Information Form (PIF) during hospital admission. In this form patients are informed about the study and the option to opt-out. If a patient opt's out, please register this in the (Electronic) Health Record of the patient and delete all data that has been collected of this patient.