GUIDANCE FOR
CAMERA USAGE, VIDEO RECORDING AND VIDEO
UPLOAD OF
MODIFIED RANKIN SCALE ASSESSMENTS
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1. Outcomes Centre Contacts
Please feel free to contact any of the study team if you need to.

Chair
Professor Kennedy Lees
Professor of Cerebrovascular Medicine
Institute of Cardiovascular and Medical Sciences
University of Glasgow, Western Infirmary
Dumbarton Road, Glasgow
G11 6NT, UK
Tel: +44 141 211 2176
Email: kennedy.lees@glasgow.ac.uk

Medical Outcomes Manager (Deputy Chair) (address as above)
Dr Jesse Dawson
Clinical Senior Lecturer in Medicine
Tel: +44 141 211 6395
Email: jesse.dawson@glasgow.ac.uk

Trials Manager (address as above)
Mrs Pamela MacKenzie
Trials Manager
Tel: +44 141 211 2176
Email: pamela.mackenzie@glasgow.ac.uk

Outcomes Programmer – for technical issues
Alan Stevenson
Robertson Centre for Biostatistics
University of Glasgow
R1112 Level 11
Robertson Centre, Boyd Orr Building
Glasgow G12 8QQ
Tel: +44 141 330 4744
Fax: +44 141 330 5094
Email: mrsportalsupport@glasgowctu.org
2. Recording the Rankin Assessment

There are 5 important points to remember.

1. **ENSURE CAMERA IS RECORDING IN STANDARD DEFINITION**
2. **TRY TO RECORD THE ASSESSMENT IN A SINGLE FILE.**
3. **REMEMBER NOT TO GIVE ANY INFORMATION WHICH MAY REFLECT TREATMENT ALLOCATION DURING THE RECORDING.**
4. **AVOID STATING ANY IDENTIFYING INFORMATION SUCH AS PARTICIPANT NAME DURING THE RECORDING.**
5. **DO NOT REVEAL YOUR RANKIN SCORE DURING THE RECORDING (EVEN IF IT IS OBVIOUSLY FIVE FOR EXAMPLE).**

A Philips CAM295W camcorder will be used. The camera records to a micro SD card which will be provided. This is inserted into the camera and thereafter does not need to be removed. An easily portable desktop tripod will be used to mount the video camera. It is crucial to that the camera has sufficient battery power for the recording. When fully charged, it will record for up to 2 hours between charges. It takes approximately 5.5 hours to fully charge via the inbuilt USB connection (it can be charged via mains electricity also). It is also recommended that, prior to any recording, that a “do not disturb” sign is placed on the outside of the door and that ward or clinic staff are informed recording is taking place to minimise external noise.

It is recommended that the assessment is performed with the assessor, participant and equipment positioned as shown below (figure 1). It is recommended that you ask the patient to talk more loudly if you are having difficulty hearing them or feel their voice is quiet.

![Figure 1. Camera placement](image)

**TABLE**

<table>
<thead>
<tr>
<th>Camera / Tripod</th>
<th>Observer</th>
<th>Patient</th>
</tr>
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It is recommended that the assessment is performed with the assessor, participant and equipment positioned as shown below (figure 1). It is recommended that you ask the patient to talk more loudly if you are having difficulty hearing them or feel their voice is quiet.
The camera should be mounted on a desktop tripod.

Once the camera is mounted, it should be turned on.

It is crucial the assessment is recorded in STANDARD DEFINITION. This will limit file size and facilitate upload. In order to check this, look at the bottom right of the touch screen which will say ‘STD’ if it is in the correct mode. If it is not, on the far left of the screen there is a tab with 3 dots. Press this and then press settings and then press resolution, then press standard and press ok to confirm.

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Once the equipment is set up, simply press the record switch to begin recording and you can verify that camera position is appropriate from the LCD screen. **Always ensure the record button is flashing red (which means the camera is recording) before starting your assessment.** After the assessment is complete, remember to stop recording by pressing the record button again.
3. Saving the Assessment and Upload to the Endpoints Centre

First, the camera needs to be connected to a USB port on your computer. The computer should automatically recognise the camera. Sometimes a window of files located on the camera will automatically open. This can be closed but does allow you to view the clip. The recorded clips will be approximately 20 to 70 megabytes. The clip will be uploaded to the SITS Open live portal.

3.1 - In the portal, identify the appropriate visit, insert your mRs score and then click on “upload.”
3.2 – You will then be directed to uploading page

Insert language of interview video.

In case we have questions regarding the video: change name and email of contact person of other than prefilled.

Click on “Go to step 2”. Then “Upload video” on the next page.
3.3 – You will then be directed to the University of Glasgow mRs web portal where you can upload your video.

Clicking on “add video”, you will then be able to locate and upload your video by clicking on “choose file”.

You then locate your file, just like finding an attachment for an email.

The recorded files will be saved to the micro SD card and not the camera’s hard drive (this is very small). The files are located by opening the My Computer folder, then the CAM295 SD device (not CAM295). Double click on this, then the DCIM folder, then the 100MEDIA folder. This will open a list of clips on the camera numbered chronologically in order of date filmed.
Once the correct file has been identified, click on it and it will be added to the upload box and then click on upload.

The upload will then begin and progress will be shown by the green bar. Upload of the video may take 30 – 40 minutes for a very large file, but with a good internet connection and typical interview duration of 4-6 minutes, it should be much faster.
3.4 - A notice will appear on the screening if the video is loaded successfully and you will also receive an email to confirm upload.

3.5. Thereafter you will be return to the SITS Open portal, which should show the mRs status as being complete.

The video will then be reviewed by the endpoints committee and a score will be assigned. An outcomes manager may contact you by email for further information if required.