Ashford and St. Peter's Hospitals NHS
NHS Foundation Trust

TRUST BOARD
28th April 2011

TITLE	**Research & Development Operational Capability Statement (RDOCS)**
EXECUTIVE SUMMARY	The National Institute for Health Research (NIHR) is implementing a Research Support Services Framework with standard procedures that will streamline research and development processes and remove bureaucracy. A board-approved operational capability statement is to set the management framework for R&D in each organisation. This is about organisational ownership of its R&D business and Board level understanding of who is taking responsibility. The document must be up to date and realistic; should be reviewed at least annually (by R&D office) and approved by the Trust Board. It is up to each organisation to decide what research they wish to support and what they cannot do at present. This document will provide clear information to potential sponsors, investigators and the NIHR Clinical Research Network about what can and what cannot be done.
BOARD ASSURANCE (RISK)/ IMPLICATIONS	Robust management of research is important as this is a formal requirement of the Trust's Terms of Authorisation.
STAKEHOLDER/ PATIENT IMPACT AND VIEWS	N/A
EQUALITY AND DIVERSITY ISSUES	N/A
LEGAL ISSUES	N/A
The Trust Board is asked to:	Approve
Submitted by:	Dr Isaac John on behalf of Dr David Fluck, Deputy Medical Director
Date:	21 April 2011
Decision:	For Approving

v1c

NIHR Guideline B01
R&D Operational Capability Statement

Version History

Version number	Valid from	Valid to	Date approved	Approved by	Updated by
RDOCS 001	01/05/2011	30/03/2012	28/04/2011	Trust Board	Natasha Cooper
RDOCS 002	01/05/2011	31/01/2002	01/12/2001	yyy	rrr

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Organisation R&D Management Arrangements

Information on key contacts

Organisation Details	
Name of Organisation	Ashford & St Peter's Hospitals NHS Foundation Trust
R&D Lead / Director (with responsibility for reporting on R&D to the Organisation Board)	Prof Jeremy Wright, R&D Director
R&D Office details:	
Name:	Mrs Natasha Cooper
Address:	St Peter's Hospital, Guildford Road, Chertsey, Surrey, KT16 0PZ
Contact Number:	01932 723534
Contact Email:	natasha.cooper@asph.nhs.uk
Other relevant information:	
Key Contact Details e.g. Research Governance Lead, NHS Permissions Signatory contact details	
Contact 1:	
Role:	R&D Manager
Name:	Dr Isaac John
Contact Number:	01932 722901
Contact Email:	isaac.john@asph.nhs.uk
Contact 2:	
Role:	Clinical Trials Manager
Name:	Dr Martha Wrigley
Contact Number:	01932 723534
Contact Email:	martha.wrigley@asph.nhs.uk
Contact 3:	
Role:	Research Governance Officer
Name:	Mrs Natasha Cooper
Contact Number:	01932 723534
Contact Email:	natasha.cooper@asph.nhs.uk

Add further contacts by selecting and then **copying** the five Excel **rows** (ie whole rows) above for Contact, role, name, number and email.
Then select the **blank row** under the table and 'insert copied cells'. (Please do not select and copy individual cells or groups of cells as this does not preserve formatting.)

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Information on staffing of the R&D Office

R&D Team		
R&D Office Roles (e.g. Governance, Contracts, etc)	Whole Time Equivalent	Comments indicate if shared/joint/week days in office etc
Dr Isaac John, R&D Manager	1	Overall responsibility for all R&D Management.
Dr Martha Wrigley, Clinical Trials Manager	0.5	Overall responsibility for all clinical trials in the Trust.
Mrs Natasha Cooper, Research Governance Officer	1	Overall management of the research governance process. Processes all CSP and non-CSP studies. Reviews feasibilty and negotiates contracts.

Add lines in the table as required by selecting and then copying **a whole Excel row which is a part of** the table (note: select and copy the row **not** cells in the row).
Then select a **row** in the table and 'insert copied cells'. (Please do not select and copy individual cells or groups of cells as this does not preserve formatting.)
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Information on reporting structure in organisation (include information on any relevant committees, for example, a Clinical Research Board / Research Committee / Steering Committee.)

Reporting Structures
The R&D Committee will report to the Trust Clinical Governance and the Trust Executive Committees.

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Information on Research Networks supporting/working with the Organisation.
Information on how the Organisation works with the Comprehensive Local Research Network (CLRN), Primary Care Research Network (PCRN), Topic Specific Clinical Research Networks (TCRN).

Research Networks	
Research Network (name/location)	Role/relationship of the Research Network eg host Organisation
Surrey & Sussex CLRN	ASPH is an active member of the CLRN
SE Stroke Network	ASPH is an active member of the SE Stroke Research Network
SWSH Cancer Network	ASPH is an active member of the SWSH Cancer Research Network

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Information on collaborations and partnerships for research activity (e.g. Biomedical Research Centre/Unit, Other NHS Organisations, Higher Education Institutes, Industry)

Current Collaborations / Partnerships				
Organisation Name	Details of Collaboration / Partnership (eg	Contact Name	Email address	Contact Number
Royal Holloway, University of London	Working on joint research projects	Prof George Dickson	g.dickson@rhul.ac.uk	01784 443545
University of Surrey	Working on joint research projects	Dr Julia Boyle	j.boyle@surrey.ac.uk	
Quintiles	ASPH have a partnership agreement	David Moss	david.moss@quintiles.com	07805 304772
Infonetica	A partnership agreement on GCP	Ms Gaynor Bray	gaynor.bray@infonetica.net	0208 3346900

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Organisation Study Capabilities

Information on the types of studies that can be supported by the Organisation to the relevant regulatory standards

Types of Studies Organisation has capabilities in (please tick applicable)							
	CTIMPs (indicate Phases)	Clinical Trial of a Medical Device	Other Clinical Studies	Human Tissue: Tissue Samples Studies	Study Administering Questionnaires	Qualitative Study	OTHER
As Sponsoring Organisation	x	x	x	x	x	x	own projects only
As Participating Organisation	✓	✓	✓	✓	✓	✓	✓
As Participant Identification Centre	✓	✓	✓	✓	✓	✓	✓

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Which licences does the organisation hold which may be relevant to research?

Organisation Licences			
Licence Name Example: Human Tissue Authority Licence	Licence Details	Licence Start Date (if applicable)	Licence End Date (if applicable)
None			

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PCT ONLY: Information on the practices which are able to conduct research

Number/notes on General Practitioner (GP) Practices

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Organisation Services

Information on key clinical services contacts and facilities/equipment which may be used in studies for supporting R&D governance decisions across the organisation.

Clinical Service Departments					
Service Department	Specialist facilities that may be provided (eg number/type of scanners)	Contact Name within Service Department	Contact email	Contact number	Details of any internal agreement templates and other comments
Pathology		David Cartwright	david.cartwright@asph.nhs.uk	01932 723041	
Radiology		Andrew Moth	andrew.moth@asph.nhs.uk	01932 723516	
Pharmacy		Lynda Goldenberg	lynda.goldenberg@nhs.net	01932 723207	

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Information on key management contacts for supporting R&D governance decisions across the organisation.

Management Support e.g. Finance, Legal Services, Archiving					
Department	Specialist services that may be provided	Contact Name within Service Department	Contact email	Contact number	Details of any internal agreement templates and other comments
Archiving		Natasha Cooper	natasha.cooper@asph.nhs.uk	01932 723534	
Contracts		Natasha Cooper	natasha.cooper@asph.nhs.uk	01932 723534	
Data management support		Tracy Street	Tracy.Street@asph.nhs.uk	01932 723092	
Finance		Isobel Wallace	isobel.wallace@asph.nhs.uk	01932 722355	
Information Technology		Martin D'Arcy	Martin.D'Arcy@asph.nhs.uk	01932 723559	
Legal		Isaac John	isaac.john@asph.nhs.uk	01932 722901	Isaac will contact appropriate person
HR		Christopher Rowland	christopher.rowland@asph.nhs.uk	01932 722986	
Statistical support		Karen Ballard	K.Ballard@surrey.ac.uk	01483 688565	Access via RDS

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Organisation R&D Interests

Information on the areas of research interest to the Organisation

Organisation R&D Areas of Interest				
Area of Interest	Details	Contact Name	Contact Email	Contact Number
Cardiology	Cardiology Research Studies	Mrs Sally Dunn	sally.dunn@asph.nhs.uk	01932 723534
Cardiology	Cardiology Research Studies	Mrs Caroline Hamper	caroline.hamper@asph.nhs.uk	01932 723534
Pacing	Pacing Research Studies	Mr Ian Clement	ian.clement@asph.nhs.uk	01932 722531
Respiratory	Respiratory Research Studies	Dr Monica Nordstrom	monica.nordstrom@asph.nhs.uk	01932 722310
Rheumatology - SPH	Rhuematology Research Studies	Mrs Maggie Walsh	margaret.walsh@asph.nhs.uk	01932 723459
Rheumatology - AH	Rhuematology Research Studies	Mrs Marie Buckley	marie.buckley@asph.nhs.uk	01932 724387
Stroke	Stroke Research Studies	Mrs Emma Young	emma.young@asph.nhs.uk	01932 722924
Cancer	Cancer Research Studies	Ms Fiona Power	fiona.power@asph.nhs.uk	01932 723907
Neonatal	Neonatal Research Studies	Mrs Caroline Cross	caroline.cross@asph.nhs.uk	01932 722015
Paediatrics	Paediatric Research Studies	Lorna Walding	lorna.walding@asph.nhs.uk	01932 723534

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Information on Local / National Specialty group membership within the Organisation which has been shared with the CLRN

Specialty Group Membership (Local and National)					
National / Local	Specialty Group	Specialty Area (if only specific areas within	Contact Name	Contact Email	Contact Number
Local	Cardiovascular		*Dr Riyaz Kaba*	*riyaz.kaba@asph.nhs.uk*	
Local	Cardiovascular		*Mrs Caroline Hamper*	*caroline.hamper@asph.nhs.uk*	*01932 723534*
Local	Cardiovascular		*Mrs Sally Dunn*	*sally.dunn@asph.nhs.uk*	*01932 723534*
Local	Cardiovascular		*Mr Ian Clement*	*ian.clement@asph.nhs.uk*	*01932 722531*
Local	Diabetes		*Dr Safdar Naqvi*	*safdar.naqvi@asph.nhs.uk*	*01932 722306*
Local	Diabetes		*Dr Thang Han*	*thang.han@asph.nhs.uk*	*01932 723448*
Local	Infectious Diseases & Microbiology		*Dr Paul Brennan Benson*	*Paul.Brennan-Benson@asph.nhs.uk*	*01932 723645*
Local	Injuries and Emergencies		*Mr Arshad Khaleel*	*Arshad.Khaleel@asph.nhs.uk*	*01932 722394*
Local	Ophthalmology		*Dr Arun Gupta*	*arun.gupta@asph.nhs.uk*	*01932 724155*
Local	Ophthalmology		*Dr Myles Hagan*	*myles.hagan@asph.nhs.uk*	*01932 724403*
Local	Reproductive Health		*Jill Hickman*	*jill.hickman@asph.nhs.uk*	*01932 723536*

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Organisation R&D Planning and Investments

Planned Investment			
Area of Investment (e.g. Facilities, Training, Recruitment, Equipment etc.)	Description of Planned Investment	Value of Investment	Indicative dates
New Research	Building a research fund for Innovated research	R&D strategy states £1million in 3-5yrs	2009-2013

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Organisation R&D Standard Operating Procedures Register

Standard Operating Procedures				
SOP Ref Number	SOP Title	SOP Details	Valid from	Valid to
Work in Progress				

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Information on the processes used for managing Research Passports

Indicate what processes are used for managing Research Passports
Research Passports will be processed by Human Resources via the R&D office - Natasha Cooper, Research Governance Officer - natasha.cooper@asph.nhs.uk

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Information on the agreed Escalation Process to be used when R&D governance issues cannot be resolved through normal processes

Escalation Process
ASPH R&D have not experienced any R&D governance issues that cannot be resolved but if any were to occur they would be esclated to the R&D Director.

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Planned and Actual Studies Register

The Organisation should maintain or have access to a current list of planned and actual studies which its staff lead or collaborate in.

Comments
The R&D department has research project details and documents stored in ReDa and CSP databases, in electronic secure folders and in an excel spreadsheet, contact Natasha Cooper for details.

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Other Information

For example, where can information be found about the publications and other outcomes of research which key staff led or collaborated in?

Other Information (relevant to the capability of the Organisation)
1 - Natasha Cooper keeps a list of projects that ASPH have approved. 2 - R&D are working with the ASPH library to develop the R&D website which will have links to the local publications.

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