

NIHR Guideline B01

R&D Operational Capability Statement for Dorset HealthCare University NHS Foundation Trust

Version History

Version number	Valid from	Valid to	Date approved	Approved by	Updated by
RDOCS 004	01/04/2016	31/03/2017	03/05/2016	Executive Quality & Clinical Risk Group	Ciarán Newell
RDOCS 005	01/04/2017	31/03/2018	02/05/2017	Executive Quality & Clinical Risk Group	Ciarán Newell
RDOCS 006	01/04/2018	31/03/2019	06/02/2018	Executive Quality & Clinical Risk Group	Ciarán Newell
RDOCS 007	01/04/2019	31/03/2020	06/06/2019	Clinical Governance Group	Ciarán Newell
RDOCS 008	01/04/2020	31/03/2021	05/05/2020	Clinical Governance Group	Ciarán Newell

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Organisation R&D Management Arrangements

Information on key contacts

Organisation Details	
Name of Organisation	Dorset HealthCare University NHS Foundation Trust (Mental Health and Community Health Services)
R&D Lead / Director (with responsibility for reporting on R&D to the Organisation Board)	Dawn Dawson, Director of Nursing, Therapies and Quality
Key Contact Details e.g. Research Governance Lead, NHS Permissions Signatory contact details	
Contact 1:	
Role:	NHS permission to proceed authorised signatory; Lead for Portfolio /non portfolio research
Name:	Dr Paul Walters
Contact Number:	01305 362038
Contact Email:	paul.walters1@nhs.net
Contact 2:	
Role:	Research and Development Facilitator (portfolio and non portfolio research)
Name:	Dr Ciarán Newell
Contact Number:	01202 443280
Contact Email:	c.newell@nhs.net
Contact 3:	
Role:	
Name:	
Contact Number:	
Contact Email:	

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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 part time/full time/shared/joint etc.
Dr Ciarán Newell	0.4	Promotes research activity within the Trust and oversees research activity and governance
Dr Paul Walters	0.1	Promotes research activity within the Trust and oversees research activity
Kim Meldrum, Research Support Co-ordinator	1.0	Supports clinicians and other staff and administration of R&D database
Kathryn Yeates, Research Administrator	1.0	Supports Research Support Co-ordinator
Hazel Burt, Senior Research Practitioner	0.6	Research practitioner supports clinical staff
Rebecca Weekes, Research Psychology Assistant	0.27	Research practitioner supports clinical staff
Irene Bishton, Lead Research Nurse*	1.0	Research Nurse supports clinical staff
Stephanie Willshaw, Research Practitioner	1.0	Research practitioner supports clinical staff
James Colton, Senior Research Practitioner	0.6	Research practitioner supports clinical staff
Nancy Stafford, Research Nurse	1.0	Research Nurse supports clinical staff

Deanna Rex, Clinical Trials Assistant	1.0	Clinical Trials Assistant supports Research Practitioners					
* On maternity leave							
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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

Portfolio and non portfolio research is monitored by the Trust's Research & Development group. Updates on research activity are provided to the group on a monthly basis on a quarterly basis. Minutes from the Research and Development group are reported to the Trust's Executive Quality and Clinical Risk Committee Quarterly R&D metrics are reported to the Trust Board

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Information on Research Networks supporting/working with the Organisation.

Research Networks

Research Network (name/location)	Role/relationship of the Research Network e.g. host Organisation
CRN: Wessex	Member organisation

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Information on collaborations and partnerships for research activity (e.g. BRC, BRU, Other NHS Organisations, Higher Education Institutes, Industry)

Current Collaborations / Partnerships

Organisation Name	Details of Collaboration / Partnership (e.g. University/Organisation Joint Office, external provider of pathology services to Organisation, etc., effective dates)	Contact Name	Email address	Contact Number
Bournemouth University	Trust and University have a joint University Department of Integrated care			

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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	No	No	Yes	No	Yes	Yes	
As Participating Organisation	Yes	Yes	Yes	Yes	Yes	Yes	
As Participant Identification Centre	Yes	Yes	Yes	Yes	Yes	Yes	

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

Organisation Licences

Licence Name	Licence Details	Licence Start Date (if applicable)	Licence End Date (if applicable)
Example: Human Tissue Authority Licence			
Human Tissue Authority Licence	Research tissue is taken and used for a specific research project in accordance with Research Ethics Approval for that specific research project, and is therefore exempt from HTA licensing.		

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

Number/notes on General Practitioner (GP) Practices

n/a

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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 (e.g. number/type of scanners)	Contact Name within Service	Contact email	Contact number	Details of any internal agreement templates
Pharmacy	Low temperature fridges	Claire Johnstone	claire.johnstone2@nhs.net	01202 492429	

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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	Contact email	Contact number	Details of any internal agreement templates
NHS permission to proceed authorised signatory	Authorised signatory	Dr Paul Walters	paul.walters1@nhs.net	01305 362038	
Human Resources	Research passports, letters of access	Aisha Markham	aisha.markham@nhs.net	01202 277000	
Managerial support	Managerial sign off	Dr Ciarán Newell	c.newell@nhs.net	01202 443280	
Information governance	R&D authorisation - Information Governance	Dave Way	dave.way1@nhs.net	01202 277000	

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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
Integrated Care		Various staff members		
Dementia, Mental Health of the older person		Dr Steve Simpson / Rachael Christian-Edwards / Geraldine King	steve.simpson@nhs.net	01305 361500
Mental Health, Depression, Serious Mental Illness (SMI)		Dr Paul Walters / Mike Kelly	paul.walters1@nhs.net	01305 362038
Chronic Pain		Dr Meherzin Das	meherzin.das@nhs.net	01202 448670
Eating Disorders		Dr Ciarán Newell / Dr Carla Figueiredo	c.newell@nhs.net	01202 443280
Autism		Dr Fran Hewlett / Dr Charlotte Boulton	sophie.rushbrook@nhs.net	01202 584120
Primary Care for Mental Health		Rachael Pierson	RACHAEL.PIERSON@nhs.net	07769 241547
Liaison and Diversion		Stan Sadler	stan.sadler1@nhs.net	01202 705617
Peer Support in MH		Phil Morgan	p.morgan@nhs.net	07767 003702
Stroke/ Aphasia		Lindsey Howat	lindsey.howat@nhs.net	01258 394084

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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 group)	Contact Name	Contact Email	Contact Number
None to date					

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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

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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
RES SM 001	Local Assess, Arrange & Confirm Process	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SM 002	Research Passport/Letter of Access/Honorary Research Contract	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SM 003	Pre-study Monitor Visit	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SM 004	Site Initiation Visits	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SM 005	Site Staff Responsibilities	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SM 006	Use of Investigator's Brochures	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SM 007	Monitor Visits (External)	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SM 008	Preparing for and Facilitating a Regulatory (MHRA) Inspection	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SM 009	Site Closedown	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SM 010	Archiving	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SST 011	Seeking Informed Consent	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SST 012	Case Report Form (CRF) Completion	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SST 013	Lone Working	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SST 014	Breaking Randomisation Codes	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SST 015	Venepuncture	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SA 016	Preparation, Review, Approval and Issue of SOPs	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SA 017	Study Files and Filing	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SA 018	Recording and reporting of deviations, violations, potential serious	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SA 019	Adverse Event, Serious Adverse Event and Suspected Unexpected	DHC NHS permission to proceed	01/04/2019	31/03/2021
RES SA 020	Data Protection	DHC NHS permission to proceed	01/04/2019	31/03/2021

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The researcher will forward the appropriate information to the Research Manager. Appropriate checks are made to ensure all documentation has been received. If everything in order a research passport will be issued that is signed by the Head of Human Resources.

Indicate what processes are used for managing Research Passports

See SOP RES SM 002

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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

R&D governance issues will be escalated up to the R&D Lead and then, if required, onto the Director of Nursing, Therapies and Quality

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

Planned and actual studies

Dorset HealthCare local R&D team enter details of all portfolio and non portfolio research studies onto EDGE (where R&D have confirmed capacity and capability to proceed).

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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)

The Chief Investigator for each individual study holds this information. Chief Investigator contact details are held by the R&D Office and the local research team.

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