

Guidance Note on the support offered by the Trust's Research Office

Version Number: 6.1 dated 29th June 2018

Effective Date: 29th June 2018

Prof Phillip Smith, Associate Director Research & Development

Did you know?

1. The Trust has identified that a culture of research leads to better outcomes for patients.
2. In 2017/8 the Trust had 64 people who act as local research leads and the Trust recruited 3,008 research participants to 144 research projects across 19 specialties.
3. Patients can be assured that research at the Trust complies with [UK Policy Framework for Health and Social Care Research](#)
4. Further details can be found on our [website](#) where you can also access our [Research Strategy](#).
5. Please contact the Research Office so that we can work out the best way to support your research aspiration.

Trust Research Office Contact Details

The Trust supports research across all hospital sites and Research Office staff work from two main offices.

- Lee Haynes Research Institute, The Lister Hospital, Corey's Mill Lane, Stevenage, SG1 4AB.
- Mount Vernon Cancer Centre, The Clock Tower, Rickmansworth Road, Middlesex, HA6 2RN.

We are always happy to help support research, so please contact us if you would like to discuss anything.

Research Office	General enquiries	researchanddevelopment.enh-tr@nhs.net	02038 262162
Research Co-ordinators	Lucy Shepherd	lucy.shepherd1@nhs.net	02038 262068
	Paulina Wiatrak-Olszewska	paulina.wiatrak@nhs.net	02038 262069
Research Manager	Rishma Bhatti	rbhatti@nhs.net	02038 262075 07557 896256
Lead Research Nurse	Anita Holme	anita.holme@nhs.net	01438 285939 07917 534555
Florence Nightingale Chair	Prof Natalie Pattison	Natalie.pattison@nhs.net	07543 220056
R&D Finance	David Leigh	david.leigh1@nhs.net	01438 286749
	Chipiwa Zieya	chipiwa.ziteya@nhs.net	01438 286630
Pharmacy	Farhan Ahmed (MVCC)	farhan.ahmed@nhs.net	02038 262491
	Sura Dabbagh (Lister)	sura.dabbagh@nhs.net	01438 284676
Research Office	Jackie Greenwood	jackiegreenwood1@nhs.net	02038 262162
Associate Director	Prof Phillip Smith	phillip.smith5@nhs.net	07432 066620
Clinical Lead (Cancer)	Prof Marcia Hall	marcia.hall@nhs.net	
Clinical Lead (Non-Cancer)	Prof Diana Gorog	d.gorog@nhs.net	

Summary of helpful information

- **Did you know that 'research' in the NHS is subject to special management arrangements?** If your project is viewed as 'research' under the NHS definition then please discuss with the Research Office about how we can help you. You are advised to check that your project is viewed as 'research' from an NHS perspective by using this [tool](#). Queries regarding the outcome and use of this tool can be directed to HRA.queries@nhs.net. If your study is not classified as research then you should discuss it with the relevant service manager (details on the Trust website).
- **Research Grant Applications** The Trust values the benefit of staff submitting research grant applications and various support is offered from the Research Office. **You should start discussions at the earliest opportunity to**

access governance and financial (costing) support. You are also recommended to seek the advice from the National Institute for Health Research (NIHR) Research Design Service East of England, which aims to work with health and social care professionals and service users who want to obtain funding for research to improve health and social care <http://rds-ee.nihr.ac.uk/> A detailed guidance note is available.

- Research Grant Applications will need approval from the Research Office before you submit the application, please discuss with **Phillip Smith** (Associate Director) in the first instance.
- **Can the Trust act as a Research Sponsor?** You should discuss the project with the Research Office at the earliest opportunity and before you submit your documents (Protocol, Patient information sheet etc.). A detailed guidance note is available.
 - Please discuss with **Rishma Bhatti** (Research Manager) in the first instance.
- **Seeking NHS Permission via the Integrated Research Application System (IRAS) to gain NHS Permission** You will need to use this system to gain ethical approval and seek NHS Permission for your study on <https://www.myresearchproject.org.uk/> Please note:
 - For IRAS submissions the Trust Research Lead is **Rishma Bhatti** (Research Manager).
- **Feasibility** A key element of whether research is supported by the Trusts is whether or not it is feasible for the research to be delivered locally. In practical terms this means that the research must be suitable to be run at the site in terms of numbers of eligible patients, availability of pharmacy / pathology / other support (if required) and that there is sufficient research nurse / other staff capacity to support the delivery of the study. For all studies, especially commercial studies, a **realistic** local site target must be set. This safeguards our reputation of being able to deliver what we said we could.
 - The Trust Lead for feasibility and research workforce is **Anita Holme** (Lead Research Nurse).
- **Amendments** Study amendments to be sent to the Research Office.
 - Please submit to the Generic Research Office email researchanddevelopment.enh-tr@nhs.net
- **Research Contracts and Research Agreements** If your research requires these e.g. Model Clinical Trial Agreements, Material Transfer Agreements then please discuss with **Rishma Bhatti** (Research Manager) in the first instance and note that:
 - The Trust signatory for CTIMPS is Chief Executive Officer / Deputy Chief Executive Officer.
 - The Trust signatory for non-CTIMPs is the Associate Director of Research and Development.
- **GCP and Researcher Training** All staff supporting the delivery of research are expected to be fully trained for their role and this includes maintaining up-to-date GCP training. Refresher training can be accessed electronically <https://www.crn.nihr.ac.uk/learning-development/good-clinical-practice/> Face to face GCP training is required for those who have not had any prior GCP training.
 - Please contact **Rishma Bhatti** (Research Manager) for further information.
- **Honorary Research Contracts / Letters of Access** The Trust has implemented the national Research Passport and Streamlined Human Resources Arrangements which ensure that researchers not employed by the Trust are able to safely conduct research at the Trust.
 - Please contact **Rishma Bhatti** (Research Manager) for further information.
- **Use of NHS Professionals** From time to time, and in exceptional circumstances, the use of NHS Professionals represents a flexible and appropriate way to support research.
 - If you think that your research would benefit from this then please contact either **Anita Holme** (Lead Research Nurse) or **Rishma Bhatti** (Research Manager).
- **Expenditure against Research Accounts** NHS Trust accounts are made available to manage research income and expenditure. Additional guidance notes available.
 - Please contact **Rishma Bhatti** (Research Manager) for further information.
- **Intellectual Property** The Trust supports all staff to help with innovation.
 - Please contact **Prof Phillip Smith** (Trust Lead for Intellectual Property) for further information. You can access the Trust's Policy for Intellectual Property on the Trust website <http://www.enherts-tr.nhs.uk/about-the-trust/research-development-and-innovation/for-researchers/>