

NIHR Guideline B01

R&D Operational Capability Statement

Version History

Version number	Valid from	Valid to	Date approved	Approved by	Updated by
RDOCS 001	05/09/2011	06/12/2011	05/09/2011	EDMT	R&D Team
RDOCS 002	16/08/2012	16/08/2013	16/08/2012	The Board	R&D Team
RDOCS 003	27/10/2016	27/10/2018	27/10/2016	CEC	R&D Team

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Organisation R&D Management Arrangements

Information on key contacts

Organisation Details	
Name of Organisation	Sussex Community NHS Trust
R&D Lead / Director (with responsibility for reporting on R&D to the Organisation Board)	Executive Medical Director
R&D Office details:	
Name:	Research and Development Manager
Address:	Bramber Building, Brighton General Hospital, Elm Grove, Brighton, BN2 3EW
Contact Number:	01273 696011 ext 3852
Contact Email:	SC-TR.Research@nhs.net
Other relevant information:	
Key Contact Details e.g. Research Governance Lead, NHS Permissions Signatory contact details	
Contact 1	
Role	Research and Development Manager
Name	
Contact Number:	01273 696011 ext 3852
Contact Email:	SC-TR.Research@nhs.net
Contact 2	
Role:	Deputy Research and Development Manager
Name:	
Contact Number:	01273 696011 ext 3710
Contact Email:	SC-TR.Research@nhs.net
Contact 3	
Role:	Research Development and Innovation Director
Name:	
Contact Number:	01273 696011 ext 3795
Contact Email:	SC-TR.Research@nhs.net
Contact 4	
Role:	Research Agreement Signatory & Chief Executive
Name:	
Contact Number:	01273 696011
Contact Email:	SC-TR.Research@nhs.net
Contact 5	
Role	Executive Medical Director, Caldicott Guardian
Name	
Contact Number:	01273 696011
Contact Email:	SC-TR.Research@nhs.net

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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
The Research and Development Manager is responsible for leading the Research & Development Delivery Team, and developing and implementing the infrastructure to deliver a successful research programme for the Trust. Furthermore, responsibilities include managing and implementing the Trust research strategy, overseeing finances and contracts, and working closely with the Director of Research.	0.6	Office days normally Tuesday, Wednesday and Thursday.
Deputy Research and Development Manager - Deputise for the Research and Development Manager in the management of the department and providing line management to the Research Nurses/Clinical Researcher/PA-Team Administrator. Develop the Trust's research governance approval and monitoring systems and associated policies. Provide RM&G advice and support to staff undertaking research across the Trust. Ensure adequate study tracking systems and processes in place.	1	Full Time
Administrative role providing Personal Assistant support to the Research and Development Manager, Deputy Research and Development Manager and administrative support to the Research and Development team.	0.6	Office days normally Monday, Tuesday and Thursday.
Administrative role providing Personal Assistant support to the Research, Development and Innovative Manager and administrative support to the Chailey Research team.	0.46	Office days normally Monday, 9 - 3pm, Tuesday 9 - 3pm, Wednesday 9 - 2.30pm.
The Research, Development and Innovation Director has a strategic leadership role. This encompasses the design and implementation of the Trust's research strategy, infrastructure investment to ensure timely and robust delivery of the research programme in the trust, and building research capacity and activity through collaborations with NHS partners, HEIs, NIHR LCRN and NIHR RDS.	0.4	Office days normally Monday and Tuesday.

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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
Sussex Community NHS Foundation Trust has a quarterly Research and Development Strategy and Governance Group meeting. Membership of the group includes health professionals, organisational representatives and academics. Meetings are minuted and reports to the Board via the Trust-Wide Clinical Governance Group. Research activity is reported to the Board monthly through the Performance Report.

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Information on Research Networks supporting/working with the Organisation.

Information on how the Organisation works with the Clinical Research Network (CRN), 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
Kent, Surrey and Sussex Clinical Research Network	Member organisation of the KSS:CRN

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 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 University/Organisation Joint Office, external provider of pathology services to Organisation, etc, effective dates)	Contact Name	Email address	Contact Number
Kings College London	Collaboration to host post doctoral NIHR Senior Clinical Lectureship post			01273 696011
University of Newcastle	Study lead where SCFT is a study collaborator			01273 696011
University of Exeter	Study collaborators where SCFT is the lead site			01273 696011
City University London	NIHR funded study (G-PATH SUPPORT) where SCFT is a collaborator (Co-investigator and PI)			01273 696011
Oxford Brookes University	Study collaborators where SCFT is the lead site			01273 696011
Brighton and Sussex Medical School	Study collaborators where SCFT is the lead site			01273 696011
University of Surrey	Study collaborators where SCFT is the lead site			01273 696011
Chailey Research Advisory Group	Parents and young people who use services at Chailey and advise on aspects of research taking place at Chailey			01273 696011
MRC Lifecourse Epidemiology Centre (University of Southampton)	Co-applicant on running-bike grant applications led by SCFT staff (Liz Bryant & Donna Cowan)			01273 696011
MRC Lifecourse Epidemiology Centre (University of Southampton)	Collaborators on running-bike grant application led by SCFT staff. AMR grant currently under review.			01273 696011
Nemours/Alfred duPont Hospital for Children, USA	Collaborator on running-bike grant application led by SCFT staff. AMR grant currently under review.			01273 696011
BSUH (Princess Royal Hospital)	Collaborator on running-bike grant application led by SCFT staff. AMR grant currently under review.			01273 696011
Groupe HEI-ISA-ISEN, Lille, France	HEI-ISA-ISEN are leading a European (Interreg 2 Seas) funded research project "EDUCAT" SCFT are a partner on this 4 year project commencing Sept 2016.			01273 696011
Catholic University Leuven, Belgium	Also partners on the European funded EDUCAT project.			01273 696011

Voka - Chamber of Commerce of East Flanders, Belgium	Also partners on the European funded EDUCAT project.			01273 696011
East Kent Hospitals University Foundation Trust	Also partners on the European funded EDUCAT project.			01273 696011
University of Kent	Also partners on the European funded EDUCAT project.			01273 696011
University of Brighton	Supporting R&D department through membership of R&D Strategic Research Group and by co-facilitating some R&D workshops			01273 696011
NIIHR Research Design Service - South East (based at University of Brighton)	Supporting SCFT staff in developing and preparing high quality research grant applications.		rds.se@nihr.ac.uk	01273 696011

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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	IV	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			
None			

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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
Research and Development Dept	Over sight and technical advice	R&D	sc-tr.research@nhs.net	01273 696011	None
Diagnostic Imaging	Diagnostic Imaging	R&D		01243 623674	None
Pathology	Pathology	R&D	sc-tr.research@nhs.net	01273 696011	SLA in place with WSHT, BSUH and SASH.

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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	Archiving arrangements are in place as per Trust Policy and are detailed in the study Protocol, the study Agreement for each study or via sponsor instruction.	Contact via the R&D department	SC-TR.Research@nhs.net	01273 696011 ext 3795	None
Contracts	Contracts are managed by the R&D Manager and reviewed where appropriate by the Research, Development and Innovation Director.	R&D Manager	SC-TR.Research@nhs.net	01273 696011 ext 3795	None
Finance	Support for costing research projects and financial management of R&D funding provided by the R&D Manager.	R&D Manager	SC-TR.Research@nhs.net	01273 696011 ext 3795	None
Information Technology	R&D is fully supported by the Trust I.T. department, which provides all necessary systems and support.	Contact via the R&D department	SC-TR.Research@nhs.net	01273 696011 ext 3795	None
Human Resources	Deputy R&D Manager manages the Research Passport scheme on behalf of the Trust issuing Letters of Access where required.	Contact via the R&D department	SC-TR.Research@nhs.net	01273 696011 ext 3795	None

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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
Children (including early years, neuro-disability and neurology)	Details	Contact Name	Contact Email	Contact Number
	Children with complex disability, bone health, exercise	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Children with complex disability, eating and drinking	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Community Paediatrics, child development ADHD, sport /activity	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Epilepsy, cerebral palsy, ADHD, paediatric neurology	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Cerebral palsy, ADHD, autism, DCD, child development, mobile digital technology	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Safeguarding disabled children, community child health, special educational needs and disability	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Child development and disability	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Maternal mental health, health visiting services	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Speech, language, communication, paediatric acquired brain injury	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Child development and disability	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Early interventions, teenage parents, safeguarding children	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Children with physical disability and their inclusion and participation in education and leisure. Postural management and physical interventions	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Occupational Therapy in children with complex needs	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Rehabilitation Engineering, electronic assistive technology, service delivery, postural management	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
Ageing, stroke, cardiovascular disease and musculoskeletal disorders	Details	Contact Name	Contact Email	Contact Number
	Palliative Care/End of Life Care/Supportive Care, Brighton and Hove Community Palliative Care Team	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	End of life/Palliative care, Midhurst MacMillan Specialist Palliative Care Service	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	End of life/Palliative care	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Palliative Care/End of Life Care/Supportive Care, Midhurst Community Hospital	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Hand exercises in patients with rheumatoid arthritis	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795

	Musculoskeletal	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
Continence	Details	Details	Contact Email	Contact Number
	Adult Bladder and Bowel continence issues	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
Oral and dental health	Details	Details	Contact Email	Contact Number
	Paediatric Dentistry; Autistic Spectrum Disorder; Educational and behavioural approaches to improving dental care	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Special Care Dentistry	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
Public Health	Details	Contact Name	Contact Email	Contact Number
	Nurse Consultant, Morley Street Contraception & Sexual Health (CASH) Service	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
Wheelchair users	Details	Contact Name	Contact Email	Contact Number
	Adult and paediatric wheelchair users, and prosthetics / orthotics	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
Dementias, neurodegeneration and neurology disorders	Details	Contact Name	Contact Email	Contact Number
	Community Neurological Rehabilitation Team, Horsham Hospital	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Community Neurological Rehabilitation Team, Brighton and Hove	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Community Rehabilitation	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Dementia and language of Confusion	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Parkinsons Disease	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Multiple Sclerosis	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
Infectious Diseases	Details	Contact Name	Contact Email	Contact Number
	HIV Community Services	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
Community health service delivery (including urgent care and community hospitals)	Details	Contact Name	Contact Email	Contact Number
	Minor injuries	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795
	Injuries & Emergencies	R&D Department	SC-TR.Research@nhs.net	01273 696011 ext 3795

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Information on Local / National Specialty group membership within the Organisation which has been shared with the LCRN					
Specialty Group Membership (Local and National)					
National / Local / Regional	Specialty Group	Specialty Area (if only specific areas within)	Contact Name	Contact Email	Contact Number
Trust clinicians are invited to attend local specialty groups. The following groups have confirmed membership from the Trust to represent areas of speciality					
Local	KSSCRN Age and Ageing				01273 696011 ext 3795
Local	KSSCRN Nervous System Disorders				01273 696011 ext 3795
National	British Academy of Childhood Disability Strategic Research Group				01273 696011 ext 3795
Local	Royal College of Speech and Language Therapists Research Champions Network				01273 696011 ext 3795
National	Institute of Physics and Engineering in Medicine (IPEM)				01273 696011 ext 3795
National	Rehabilitation Engineering and biomechanics (REBSIG)				01273 696011 ext 3795
National	British Academy of Childhood Disability Strategic Research Group				01273 696011 ext 3795

Local	KSS Childrens' Group			01273 696011 ext 3795
National	NIHR National Oral and Dental Specialty Group	Consultant in Paediatric Dentistry SCFT is the CRN KSS SIG Lead for Dentistry		01273 696011 ext 3795

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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
Palliative Care	HEE/NIHR ICA Programme Senior Clinical Lectureship	£143,078.00	14/06/2016- 13/062021

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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
N/A	Research and Development Policy	This document sets out the policy for the conduct and management of research activity in SCFT.	07/07/2014	07/07/2017
N/A	Research and Development Policy Appendix A: Informed Consent for Research	This Standard Operating Procedure describes the process for obtaining informed consent from a study subject to participate in a Clinical Trial of an Investigational Medicinal Product (CTIMP) or any other research conducted in SCFT.	01/04/2014	01/04/2017
N/A	Research and Development Policy Appendix B: Research Approvals Procedure	This SOP sets out the procedures and responsibilities for the approval of research conducted in SCFT.	01/04/2014	01/04/2017
N/A	Research and Development Policy Appendix C: Handling Suspected Research Misconduct and Fraud Procedure	This SOP sets out the procedures and responsibilities for handling suspected research fraud and misconduct in SCFT.	01/04/2014	01/04/2017
N/A	Research and Development Policy Appendix D: Intellectual Property Procedure	This SOP sets out the procedures and responsibilities for handling potential Intellectual Property arising from research conducted in SCFT.	01/04/2014	01/04/2017
N/A	Research and Development Policy Appendix E: Research Monitoring	This Standard Operating Procedure sets out the procedures, responsibilities and requirements for the administration and management of research monitoring within SCFT.	01/04/2014	01/04/2017
N/A	Research and Development Policy Appendix F: Research Passports	This Procedure document sets out the procedures and responsibilities for the administration and management of the research passport scheme within SCFT.	01/04/2014	01/04/2017
N/A	Research and Development Policy Appendix G: Pharmacovigilance Procedure	This document sets out the requirements for the assessment, recording, notification, reporting, analysis and management of adverse events arising in Clinical Trials of Investigational Medicinal Products (CTIMPs) sponsored by, or taking place within, SCFT.	01/04/2014	01/04/2017
N/A	Research and Development Policy Appendix J: Storage of Research Document and Data (B)	This procedure document sets out the requirements and responsibilities for the storage of documents and data associated with CTIMPs not sponsored by, but conducted within, SCFT.	01/04/2014	01/04/2017

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Information on the processes used for managing Research Passports

Indicate what processes are used for managing Research Passports

The NIHR Research Passport scheme is managed by the Deputy R&D Manager as per the Trust's 'Research and Development Policy Appendix F: Research Passports' document.

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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

Research governance issues are escalated through the following pathway until resolution: to the Deputy R&D Manager, R&D Manager, Research, Development and Innovation Director, Health Research Authority.

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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

SCFT uses EDGE as the LPMS and non-portfolio study data-base.

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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)

Research and Development Annual Report, Research pages on theTrust internet or the Chailey ClinicalServices website, Nationally produced annual Quality Account report.

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