FIFE RESEARCH GOVERNANCE GROUP MEETING
MINUTES
COMMON ROOM, EDUCATION CENTRE,
QUEEN MARGARET HOSPITAL, DUNFERMLINE
13TH MARCH 2014

Present: Dr Stella Clark, Medical Director – Primary Care, NHS Fife
Dr Alex Baldacchino, R&D Director, NHS Fife
Dr Amanda Wood, R&D Manager, NHS Fife
Mr Gordon McLaren, Consultant in Public Health Medicine, NHS Fife
Dr David Chinn, R&D Coordinator, NHS Fife
Charles Sinclair, Associate Director of Nursing, NHS Fife
Emily Jefferson, HIC / FARR Institute Dundee
Pauline Buchanan, R&D Lead Research Nurse, NHS Fife

(1) APOLOGIES

Apologies were received from:
- Dr Brian Montgomery, Medical Director, NHS Fife
- Prof. David Newby, R&D Director, NHS Lothian
- Prof. David Harrison, St. Andrews University

(2) MINUTES OF LAST MEETING

The group accepted the draft previous meetings minutes as accurate.

(3) ACTION POINTS UPDATE

(Attached)

3.1 Role & Remit
The draft Role & Remit of the Research Governance Group was circulated prior to the meeting for review. The group discussed clarifying and defining the purpose and scope of the group to ensure all points on the document are accurate and relevant to Research Governance.

SC welcomes comments and suggestions from all group members – please submit comments to AW. SC and AW will draft a new document for further review.

The group discussed adding the following representatives to the Research Governance Group:

- Patient Representative
- FARR Institute Dundee Representative
- R&D NHS Lothian Representative
- Executive Lead for R&D / Medical Director

(4) STANDING ITEMS

Oversight of NHS Fife R&D Operational Group (a & b)

The majority of the routine research governance monitoring is allocated to the R&D Operational Group on behalf of the Research Governance Group. For example, the number of research studies, timescales in which they are completed, approvals – Ethics / Caldicott etc.

To ensure work is being conducted to an appropriate framework it was suggested the oversight of the R&D Operational Group be added within the research governance group agenda.

SC suggested a year-long framework should be created to ensure the Operational Group are covering the research governance standards which NHS Fife is required to meet. AW to draft revised Operational Group agenda and 12 month work plan for next meeting.

Delivery against NHS Fife R&D Strategy:

(4.1) Culture that Supports and Encourages Research as Part of Routine Practice

4.1.1 Celebrating Success Event
It was suggested to host a NHS Fife R&D event celebrating the successes and improvement of processes within the organisation. Partners throughout NHS Fife (e.g. Quality Improvement) expressed interest to become involved with the event.

Ideas quickly developed to video conference the event to two or three sites over one day allowing shift staff to attend between 12pm-8pm. However due to conflicting priorities of other interested parties plans have not progressed.

Focus has now turned an event organised around the ‘patient journey’ allowing various departments to showcase how they have improved the patient experience throughout the organisation.

A group is being established to take this idea forward with the event planned for November 2014.

SC suggested a Research Nurse host a Grand Round to present how they have improved a process and to raise awareness.

4.1.2 Informatics Post – NHS Fife / HIC / FARR Institute

Over the past five years NHS Fife R&D has been supporting HIC by providing funding for NHS Fife datasets to be cleaned, transferred and stored securely in the Safe Haven at HIC Dundee.

The datasets gathered allow researchers to interrogate them for specific data requirements in relation to research.

As a development of this initiative a jointly funded post is planned to further identify clinical datasets within NHS Fife and to process information in relation to the datasets already stored at HIC.

4.1.3 Grand Rounds

SC has confirmed a Grand Round date with Helen Colhoun’s secretary for Professor Colhoun to present on her work – SC will forward details to the group.

Philip Wenham has agreed to chair a presentation by Professor Colin Palmer on the SHARE/GoSHARE project and ongoing success on 9th April 2014.

It has also been suggested by Jen Burr that a Grand Round is presented by a St. Andrews representative advertising research interests in NHS Fife. No details have been confirmed as of yet.

(4.2) Collaboration with Academic / Community Partners
4.2.1 NHS: Tayside, Forth Valley, Lothian, Universities: St. Andrews, Dundee

(Attached)

SC reported very early discussions regarding a joint St. Andrews University and Infection Control post – no further details available at present.

(4.3) Research Within Governance Framework

4.3.1 R&D Staffing Update

New posts have now been appointed to within R&D:

Polly Buchanan – R&D Lead Research Nurse
Julie Aitken – R&D Trials Facilitator
Keith Boath – Band 5 R&D Research Nurse (Redeployment Trial)
The successful R&D Commercial Manager

4.3.2 Clinical Research Facility (CRF)

A paper to SMT on Monday 10\textsuperscript{th} March gave the CRF based at VHK authority to proceed.

The location will be the far end of Ward 9 at VHK giving the CRF direct external access by stairs or lift. AW described the proposed layout of the CRF to the group (attached)

The CRF will consist of 4 consenting rooms with PCs, 1 monitoring room with 4 computer terminals, 1 lab, dirty utility, patient toilets and numerous storage options including space for a resus trolley.

Building works are planned to be completed by mid July 2014. The paper also identified the development of a Clinical Research space within the QMH site.

4.3.3 Risk Register

A report has been run on the DATIX system and two ongoing risks have been identified (see attached)

The group discussed the Risks and agreed they should stay as is until the R&D department is fully operational with working SOPs, CRF, and compliment of staff trained to a high standard.

SC will write a brief update and send to AW/AB for accuracy.

4.3.4 SOPs
SC requested DC provide a short update for the next meeting re: progress with SOPs and timeline details to complete all required SOPs.

(4.4) Developing Research Knowledge / Skills of Staff

4.4.1 2014 Research Education Programme

NHS Fife R&D Research and Education Programme has been popular again so far this year with attendances at sessions from NHS Fife, Lothian and Forth Valley staff of varying specialties and management levels.

All courses are free of charge to NHS staff and are advertised on the Clinical Research Training in Scotland (CRTS) website. The next development is to have the course content stored electronically to maximise the accessibility of as many of the 27 courses currently on offer as possible.

DC has been approached by the Wellcome Trust clinical research facility education department to deliver statistics sessions for them.

(4.5) Public Partnership Working

4.5.1 SHARE / GoSHARE Update

Of the 20,000 SHARE / GoSHARE registrations across Scotland so far, NHS Fife have recruited 2,834. There is an ongoing programme of to recruit to SHARE.

GoSHARE will be launching in Fife during 2014 and it is expected registration numbers to SHARE will dramatically increase after this point.

(4.6) Financial Support / Resources

4.6.1 NHS Fife Bursaries / Innovation Grants

AB/AW commented on the improved quality of applications this year compared to previous years along with more collaboration and increased support from the R&D department. Successful applicants are currently being short listed.

(5) R&D Open Day / GoSHARE Launch
The R&D Department will host an official opening on 19th June 2014 in the R&D Department/Common Room at Queen Margaret Hospital. Key NHS, CSO, Board members, Clinical Academics and others will be invited. The event will showcase how far the Research & Development department has progressed NHS Fife demonstrating research activity, CRF plans, Research & Education programmes etc.

The R&D Department will also host the official GoSHARE launch also planned for the 19th June.

(6) **AOCB**

The group received Harry Dunn, patient representative, resignation from the group due to Harry’s other commitments. The group expressed its thanks to Harry for the great commitment he has shown attending and participating in the group meetings.

AW will be following up with the Public Involvement Group to source another patient representative to attend the group.

(7) **Date and Time of Next Meeting**

**Wednesday 11th June 2014 at 2.00pm**

**Common Room, Education Centre, Level 2, Queen Margaret Hospital**