MINUTES OF THE MEETING OF FIFE RESEARCH GOVERNANCE GROUP
HELD IN THE BOARD ROOM, QUEEN MARGARET HOSPITAL, DUNFERMLINE
ON 11TH DECEMBER 2013

Present: 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 Newby, R&D Director, NHS Lothian
Professor Gerry Humphris, University of St. Andrews

In attendance: Mrs Amy Scobie, R&D Support Officer, NHS Fife
Ms Aileen Yell, R&D Research Governance Officer, NHS Fife
Mrs Sarah Gray, R&D Research Nurse, NHS Fife

(1) APOLOGIES

Apologies were received from:
- Dr Stella Clark, Medical Director, Primary Care (Chair), NHS Fife
- Mrs Ivy Elder, Head of Information Services, NHS Fife
- Dr David Chinn, R&D Coordinator, NHS Fife
- Dr Brian Montgomery, Interim Chief Executive, NHS Fife
- Professor Stephen Gillespie, University of St. Andrews
- Charles Sinclair, Head of Practice & Professional Development, NHS Fife

(2) MINUTES OF LAST MEETING

GMcL clarified that ‘Caldicott Update’ will be given as an annual item
on the agenda rather than a ‘Caldicott Report’ presentation.
AS will update previous minutes.
The group accepted the remaining minutes as accurate.

(3) ACTION POINTS UPDATE

(Attached)

(4) DELIVERY AGAINST STRATEGY

4.3 Update on staffing
The Interview dates for the following posts have been scheduled:

- Business Accountant – 18th December
- Lead Research Nurse – 19th December
- Trials Facilitator – 19th & 20th December
- Commercial Manager – 20th December

Once candidates are in post, the R&D Department plan to increase the number of Commercial Trials NHS Fife are involved in with the intention of increasing access to Research Nurses and Clinical Trials for patients.

4.2 Clinical Research Facility Update

A third location has now been identified within the Victoria Hospital site which will be used as a focused area for R&D staff to work. The CRF will contain 4 single bedded rooms, a lab, a consenting/monitoring room along with a waiting area and direct external access.

It is currently anticipated that the CRF to be open within 3-4 months. The area will be available to enable us to explore links with Primary Care commercial and non-commercial trials. GMcL expressed his support for the VHK site CRF.

AW is currently in discussions regarding the development of a smaller CRF site within QMH.

An official opening of the VHK CRF was discussed by the group and is to be planned once works are underway.

(5) PRESENTATION – PROFESSOR GERRY HUMPHRIS

(Attached)

GH expressed thanks to NHS Fife R&D Department for supporting his research by providing a bursary grant, R&D Research Nurse time and R&D facilities.

AB thanked GH for attending and presenting his Research to the group.

(6) EDUCATION PROGRAMME UPDATE

(Attached)

The 2014 R&D Education Programme schedule is currently being finalised and will be released within the next few weeks via dispatch emails, the R&D bi-weekly bulletin and notice board posters.

(7) CELEBRATING SUCCESS EVENT
The planned event will highlight successful research projects within NHS Fife illustrating Good Practice, Nursing examples, departmental networking along with final outcomes and explanations re the support available to others to enable them to take projects forward.

Plans are for the event to take place in May or September 2014 at Victoria Hospital, being video conferenced to other NHS Fife sites.

GMcL suggested resurrecting the R&D Research Fair a conference held in conjunction with council and 3rd sector colleagues over the next year. AW advised this could be reviewed later in 2014.

(8) **CSO R&D ANNUAL REVIEW**

(Attached)

AW advised the number of eligible studies are down, recruitment of patients has increased along with commercial studies. The R&D Department are due a Clock Audit shortly. DN added it was positive to hear that the R&D team are expanding shortly.

(9) **STANDING ITEMS**

9.1 Tayside and Forth Valley Liaison

AB advised NHS Fife are networking well with neighbouring health board colleagues. No new information was available at the moment, however meetings with other Health Boards have gone well since the last Research Governance Group meeting. DN supported the collaboration and support provided by NHS Fife to Lothian during the conduct of the SCOT-HEART Trial.

9.2 Memoranda of Understanding between NHS Fife and Partner Organisations

AB advised that in the past, MoUs have been signed with NHS Tayside, University of Dundee and University of St. Andrews re: Working together and around Commercial Research activity. There are no new documents for the group to approve.

Discussions were proposed between NHS Fife and NHS Lothian to consider further ways in which we can collaborate.

GH added their new Dean is due to be appointed to the Medical School of the University of St Andrews in 2014. He felt that this would further strengthen the links between NHS Fife and the University.

(10) **ANNUAL CALDICOTT REPORT (A) & (B)**
GMcL advised there are no current Caldicott issues within NHS Fife and gave a brief background to the Caldicott structure – Edward Coyle chairs the National Group with GMcL as deputy.

In 2012 there were 62 local Caldicott approval requests. In January – November 2013 there were 76 local Caldicott approval requests.

The local and national Caldicott application form was discussed by the group. DN suggested that on the form additional guidance might aid quality applications.

GMcL will forward the National Caldicott Forms to DN after the meeting.

GMcL encouraged Group members to read the Executive Review Documents (pages 9-21 of attachments a) Caldicott principals are detailed on pages 20-21.

AS to circulate document links with the minutes of the meeting.

(11) **HIC/HERC UPDATE**

(Attached)

HIC have been based at the University of Dundee for 10 years as an NHS Tayside Enterprise which NHS Fife have been working with. For the past 5 years NHS Fife have provided HIC £15k funding per year to support analysing data sets used by NHS Fife researchers.

HIC will now develop into the ‘FARR Institute’ which is a consortium of 4 bodies with Dundee leading the Scottish element of this Scottish wide initiative. The Institute will be based at Number 9, Bioquarter in Edinburgh on a building leased for 7 years.

Emily Jefferson is the co-director of the ‘FARR Institute’ Dundee and a member of the Research Governance Group.

SC is a member of the ‘FARR Institute’ Dundee Steering Group.

Jim Galloway is a member of the Research & Development Operational Group.

The attached HIC/HERC document relates to the following questions:

- Is the R&D investment meeting NHS Fife needs and demands?
- Are the data sets clean and fit for purpose?

AB will prepare a paper shortly for the group to review.
(12) SHARE/GoSHARE UPDATE (A) & ALL BOARD RECRUITMENT (B)

(A) In March/April 2014 NHS Fife will be re-launching SHARE and launching GoSHARE. Preliminary meetings have taken place with the Labs with positive feedback.

In the Go-SHARE funding application, NHS Fife have requested 1 full time GoSHARE employee who will be responsible for the promotion and recruitment of SHARE and GoSHARE. The outcome of the application is expected in January 2014.

(B) NHS Fife is second on the recruitment table for SHARE registrations. With Go SHARE launching shortly it is hoped the recruitment numbers will continue to increase.

(13) GRAND ROUNDS UPDATE

(Attached)

(14) NHS FIFE BURSARIES/INNOVATION GRANTS UPDATE

(Attached)

(15) UPDATE ON R&D POLICIES – GP/I1 & GP/R3

(Attached)

(16) NHS FIFE R&D 12-13 ANNUAL REPORT – AGREED PRIORITIES FOR 13-14

The agreed priorities for 13-14 were taken to the Clinical Governance Committee meeting by SC on the 11.12.13. AW informed the group of the selected priorities for 2013-2014 and discussed these with the group.

(17) AOCB

17.1 MHRA

AW informed the group she was invited to join the TASC MHRA Working Group.

17.2 SDHI Event

GMcL advised there is no set date for the event and will provide an update at the next meeting.

17.3 RISK Register

AB requested that ‘RISK Register’ be included as an agenda item at the next Research Governance Group meeting for discussion.
(18) FUTURE MEETING DATES

Wednesday 12\textsuperscript{th} March 2014
Wednesday 11\textsuperscript{th} June 2014
Wednesday 17\textsuperscript{th} September 2014
Wednesday 10\textsuperscript{th} December 2014

(19) DATE AND TIME OF NEXT MEETING

Wednesday 12\textsuperscript{th} March 2014 at 2.00pm, in the Common Room, Education Centre, Level 2, Queen Margaret Hospital