

FORUM REVIEW19

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May 2018-May
2019

Our work delivered across all Forum groups, involves service users and carers and is focused on key themes:

- 1: Research strategy, leadership & culture:**
For the NHS, patients, health & care
- 2: Managing research well:**
For quality research
- 3: Enabling high value, impactful R&D:** *For evidence & improvement*
- 4: Professionalisation & value of the workforce:** *For our community*

Forum executive business covers work streams for governance, operational delivery & oversight of the strategic plan.



JOINING TOGETHER

As the NHS R&D Forum

Each year we produce an annual review to highlight all we have collectively achieved in joining together as The NHS R&D Forum. The progress of the Forum is driven by the hard work of volunteers and individuals who contribute in various ways, working to support the wider workforce on top of their daily roles. This year we are highlighting our groups and their chairs. If you want to know more or wish to get in contact please email via info@rdforum.org.uk.

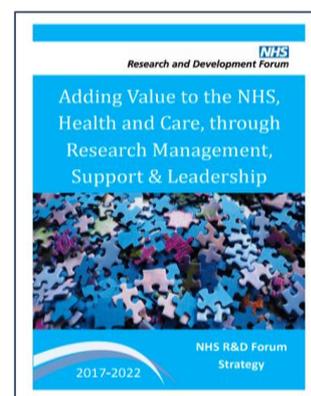
This past year we have focused on sustainability and creating a professional development programme that spans across all our core functions. We shall keep working on this and developing the Forum structure over the next year in line with the objectives set out in our [Forum strategy](#).

In addition, we have continued to influence UK-wide policy, create resources, connect as a community, lead initiatives, share opinions, shape developments and be recognised as a helpful source of expertise.

We are an open, inclusive, collaborative Professional network and community united by a common purpose. Thank you to all who have and continue to take part. If you have something to say, share, ask or contribute then please get in touch.

The Forum Leadership Team

“The NHS R&D Forum exists to empower the workforce to enable high value quality research & development to improve health & care.”



Our Achievements 18-19

What we have achieved as a networked community

A UK-WIDE STRATEGIC LEADER

We led initiatives & created solutions to UK-wide problems, as well as setting standards:

- We developed consistent AcoRD & Capacity & Capability training across the 4 nations
- We produced [EUDRACT reporting: Top tips \(March 2019\)](#)
- We published guidance for research managers & sponsors: [Involving Service Users & Carers as Co-applicants, Project Team Members and Co-Researchers in Research.](#)
- We explored good and compliant Sponsorship at our [non-commercial Sponsors symposium producing process mind maps for NHS, HEE & 3rd sector sponsors \(Nov 2018\)](#)
- We wrote [Excess Treatment Costs briefing note \(October 2018\)](#)
- We published [Adding value in research from an Organisational perspective \(July 2018\)](#)

Scanning the horizon and maintaining a future focus we advised R&D teams on the changing landscape to enable them to respond strategically to topics, including:

- Excess Treatment Costs. Commercial study set up
- CQC, NHS engagement & well-led inspection
- GDPR. Research Transparency
- Industrial strategy. Sector Deal 2. NHSE Long Term Plan.
- Brexit.

We connected & engaged senior leaders from across the UK to share their insights and practice:

- At new symposia: [Embedding research strategy & culture symposium - how to be a well-led research active organisation \(October 18\)](#)
- At events with keynote speakers from BMJ, MRC, HRA MHRA, DHSC, Charities, NIHR, Trust CEO, NHSE,
- At our group meetings where senior policy makers and partners from industry, charities, libraries, AHSN and NIHR, Dept Health & Social Care & University sectors contribute to the discussion.

We provided a commitment to support the skills development of our community in support of the Life Sciences Sector Deal 2:

- Together with partners we have committed to provide leadership to the community by supporting skills development for the delivery of innovative studies.

We shared content on personal leadership development:

- At events with Academi Wales & via Social Media

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“Together we provide leadership, develop standards, influence policy, provide help support and collective expertise; connect, share & learn”

Forum Leadership Team

“One of the unique aspects of the Forum is that, members can connect irrespective of role, organisation or geographical boundaries”

Working Group Chair



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“From my perspective the Forum is doing some fantastic work and grows from strength to strength in terms of the conference, training and policy influence”

Working Group Member &
Director R&D

“There isn’t really another Forum where we can hear from Partners & put our views to them so directly”

Working Group Member, Head of
NHS partnerships & engagement



SHAPING & INFLUENCING POLICY

A Professional Voice

We published written recommendations to new proposals:

- [In support of the Life Sciences Sector Deal: Plans for establishing 5 commercial centres for late phase commercial research. A Response to Dept. Health & Social Care.](#)
- In this paper we highlighted the need to review our method of recognition for research participation beyond recruitment numbers.
- [Mental Capacity Act Codes of Conduct: A Consultation response](#)

We helped to shape the work of others by providing feedback on their initiatives:

- HRA Amendments
- Quality of the local information pack to R&D Offices
- GDPR process & guidance
- AcoRD draft FAQs
- Recruitment thresholds & excess treatment costs

We have been a partner in key developments & work streams:

- ETC national feedback group. This work resulted in briefing notes and DHSC approved Forum training course. Members submitted study examples to highlight complexities.
- NHSE single commercial contract review
- Life Sciences Sector Deal 2: Supporting delivery of a skills programme that will embed expert understanding of how innovative studies can be run across the NHS.
- [NIHR PI Co-applicancy resulting in joint publication with INVOLVE and the HRA](#)
- [GDPR – ‘key facts for research’ with MRC & HRA.](#)

We have regularly represented the community at meetings:

- Clinical Commercial Operations Group (cCOG)
- NHSE Monthly ETC feedback meetings
- HRA Approval Project Group, HRA Champions, HRA External Learning & HRA non-commercial Sponsors groups
- DHSC Non-Commercial Costings group
- DHSC Industrial Strategy: Innovative methods stakeholder meeting.
- NIHR Industry costings group
- HRA, NIHR, MRC Informal Learning Group.
- CQC operations group.
- Multi-stakeholder meeting: How to make the UK the best place after Brexit
- Research Quality Association (RQA)
- NIHR Impact
- MHRA Stakeholder Meeting

HELPING & CONNECTING

Enabling our community to be effective & efficient in their daily roles.
Supporting a UK-wide community of practice

We have shared resources, insights, expertise & know how across the community:

- Tools and resources across all our key themes have been communicated every month in Forum news, with over of 550 resources available in the [resources exchange](#).
- Initiatives and 'how to' solutions have been shared regularly at group meetings and then promoted in the news.
- Calls, questions, queries and challenges have been fed into our groups or put out to the community via the newsletter or social media, with support and advice forthcoming from all.
- All conference abstracts, presentations and posters have been published [online](#) and are available to download.
- Community experiences have been published as Forum blogs on our website.
- Insights from our symposia have been shared widely on Twitter.

We provide the Forum R&D Contacts Directory as a key resource to facilitate partnerships and enable important information for research to reach non-commercial Sponsors and NHS R&D Office teams. It is the single place for maintaining accurate R&D contacts:

- We have promoted the [Directory](#) as a key resource for University Sponsors as well as NHS R&D teams.
- We have communicated information of national importance via this channel, including updates in preparation for a no-deal Brexit, and the roll out of the new Excess Treatment Costs model.

We connected our members together at more events, groups, and training sessions:

- New groups were connected together via the symposia and facilitated AcoRD community meeting.
- 24 group meetings were held plus many extra teleconferences
- We have over 4000 twitter followers connecting through the Forum

We promoted the work of our members in Forum news, on Twitter, and attended their local meetings.

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“We’ve been running ‘What’s new in your world’ at the start of our group meetings for some time now. Sharing insights has increased productivity, inspired trust and facilitated collaborative working”

Chair Research Management Working Group

“I would just like to reiterate how helpful it is having a group of colleagues you can email out queries like I do”

Working Group Member & Head of Research



GOAL 2

Community members are engaged with our aims and value being part of the Forum

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“Excellent day. It made me realise that knowing our processes are far from perfect at least they are a starting point for someone to create something better and hopefully share back. It was really worthwhile”

Symposia delegate & research operations lead.

“Really excellent well-run training!”

“It gave me a better understanding about R&D which will definitely help me in my job role”

“Really good course. Obviously knowledgeable leaders”

Course delegate feedback

PROFESSIONALISING THE WORKFORCE

Development & Value

We have added new courses and symposia to our learning and development programme to span the breadth of our roles:

- We opened 2 new courses: Local Capacity & Capability for Research and AcoRD Master class.
- We updated the Basics course to ‘Essentials of NHS Research’, with a broader scope and a new workbook.
- We ran 2 new symposia: Embedding Research in Health Care Setting: How to be a well-led research active organisation, and Non-commercial Sponsors symposium, which we are planning to run again during 2019.
- We have initiated development of additional new symposia and courses, to include content on understanding innovative studies and safety.

We have a new structure for the oversight and development of our training activities:

- We have strengthened the learning & development oversight group.
- We have written a procedure for course development and the quality assurance of materials.
- We have developed a new process for recruitment of high-quality trainers and leaders setting out clear roles and responsibilities for those involving in developing and delivering training activities including:
 - Forum trainers
 - Forum course Leaders
 - Course reference group members

More members attended Forum events and training in support of their professional development:

- 202 members of the community attended our training courses.
- 143 members attended Symposia
- 572 members attended RDF18



Our Groups

Leading the Forum

Research Strategy & Leadership Working Group

The Research Strategy & Leadership Working Group brings together senior leaders from across the research community for the following purpose: a) to support the NHS R&D Forum to provide a valued voice to national policy makers, stakeholders and the Forum Executive committee in relation to consultations and policy initiatives and b) to provide leadership and advice to the NHS R&D Forum membership on issues of strategic importance.

Co-chairs

Professor Phillip Smith (outgoing),

Associate Director Research, East & North Herts NHS Trust

Dr. Sarah Williams

Associate Director Research & Improvement, Solent NHS Trust

Dr. Rebecca Smith (incoming)

Associate Director Research, North Bristol NHS Trust

Learning & Development Oversight Group

The purpose of the group is to bring together experienced individuals from across the NHS R&D management, support & leadership community to develop the Professional learning and development programme that meets the professional learning needs of the workforce. Advising the wider Forum, the group represents members of the community to national policy makers and stakeholders. The group is charged with overseeing the progress and quality of existing technical courses, learning opportunities and Forum trainers.

Chair: Dr. Allyson Bailey, Research and Development Officer NHS Forth Valley/
Commercial R&D Manager NHS Fife

Service Users and Carers Working Group

The group aims to ensure that Service User and Carer involvement in NHS research is recognised and embedded into the activities of the Forum, promoting involvement in all aspects of the NHS research management agenda. The group consists of service users, PPI leads and academics experienced in research involvement, acting as a source of knowledge and expertise to the wider Forum. The group is a source of information, identifies, develops and disseminates examples of best practice, and aims to influence the work of key health research organisations, such as the NIHR.

Chair: The role of chair is alternated at meetings.



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Prof Phillip Smith



Dr. Sarah Williams



Dr. Rebecca Smith



Dr. Allyson Bailey

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Sally Humphreys



Clare Symms



Rachel Illingworth



Our Groups

Leading the Forum

Research Management Working Group

23 NHS R&D Forum members representing UK-wide NHS research management teams. Brings extensive experience and expertise in both managing and delivering research activity within NHS and University organisations. We play a critical role in developing, sharing, and implementing best practice in NHS research management.

Chair: Sally Humphreys, ACET Lead Clinical Researcher, West Suffolk NHS Foundation Trust and Florence Nightingale Foundation Research Scholar

Primary Care and Commissioning Working Group

Brings together individuals with experience and expertise in the strategic development, management and delivery of research within primary care and commissioning organisations from across the NHS R&D management, support & leadership community. The group's remit is to act as a source of expertise and support for the development, implementation, and sharing of best practice for primary care research and in relation to CCG statutory research duties and to work with key stakeholders including the HRA, NIHR, NHS England and others to influence and support the development of key policies and guidance.

Chair - Clare Symms, Research Management and Finance Lead, at the Norfolk and Suffolk Primary and Community Care Research Office, hosted by South Norfolk Clinical Commissioning Group.

Evidence for Commissioning Group

The purpose of the group is to bring together people from key organisations (including CCGs, Commissioning Support Units, Health Education England, NIHR, an AHSN and a University) with a remit to enable commissioners to find and use evidence from research (as well as other types of evidence) to inform the commissioning cycle. We work together to share learning, raise awareness and join up the good work being undertaken around the country. We have brought together people from a range of backgrounds including those who haven't previously been involved with the R&D Forum e.g. senior librarians and knowledge managers.

Chair: Rachel Illingworth, Head of Research and Evidence, Greater Nottingham Clinical Commissioning Partnership

Our Groups

Leading the Forum

Executive Leadership Team

This group oversees the strategic direction of the Forum as a network. The group represent the Forum to stakeholders (DH, NIHR, Industry, HRA, Charity & Multi-stakeholder groups) and leads areas of activity to move the Forum forward. The group is responsible for oversight of governance and finance for the Organisation.

Director: Dr. Maria Palmer

Exec Members:

- Dr Shona Haining
- Dr Virginia Minogue
- Angela Ball

Forum Management

Kate Greenwood, part time Forum manager, supports all the groups and the leadership team in driving the strategy and content of the Forum forward. Kate is charged with implementing the Strategic plan on a daily basis, engaging with community members and partners, and developing our projects and initiatives.

Blueberry Business Support Ltd and Delegant Ltd provide the day-to-day business operations that keep the organization functioning. This includes finance, website, organising the annual conference and Forum training courses.

Additional groups that meet virtually include:

- Conference programme planning & organising groups
- Non-commercial Sponsors
- GDPR & Information governance



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Dr. Maria Palmer



Dr. Shona Haining



Dr. Virginia Minogue



Kate Greenwood