

# NIHR Guideline B01

## R&D Operational Capability Statement

### Version History

Version number	Valid from	Valid to	Date approved	Approved by	Updated by
RDOCS 001	12/12/2012	12/12/2013		R&D Steering Group	Laurie Wrench
RDOCS 002 (R&D-SOP-019)	01/06/2014	31/05/2015	18/07/2014	CEG	Louise Alston

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### Introduction to North Staffordshire Combined Healthcare NHS Trust

North Staffordshire Combined Healthcare NHS Trust (NSCHT) headquarters are located on the borders of Stoke-on-Trent and Newcastle-under-Lyme. NSCHT is the main provider of mental health services of approximately half-a-million people living in and around North Staffordshire. The Trust has a turnover of approximately £86 million per year, with a workforce circa 1,500 (1300 WTE) (2013/2014). NSCHT provide a range of mental health, specialist learning disability and related services for people of all ages including: adult mental health and social care; children and young people services; learning disability services; neuropsychiatry services and older people's services. The Trust's purpose is working to improve the mental health and well-being of local communities.

Population served: 463,000

Geographical area: The city of Stoke-on-Trent and North Staffordshire county cover both urban and rural areas

### Organisation R&D Management Arrangements

Information on key contacts

Organisation Details	
Name of Organisation	North Staffordshire Combined Healthcare NHS Trust
R&D Lead / Director (with responsibility for reporting on R&D to the Organisation Board)	Dr Richard Hodgson, R&D Director
<b>R&amp;D Office details:</b>	
Name:	NSCHT R&D Department
Contact Number:	01782 441 687
Contact Email:	<a href="mailto:r&amp;d@northstuffs.nhs.uk">r&amp;d@northstuffs.nhs.uk</a>
<b>Key Contact Details</b> e.g. Research Governance Lead, NHS Permissions Signatory contact details	
<b>Contact 1:</b>	
Role:	Head of Clinical Audit and R&D
Name:	Laurie Wrench
Contact Number:	01782 441 651
Contact Email:	<a href="mailto:laurie.wrench@northstuffs.nhs.uk">laurie.wrench@northstuffs.nhs.uk</a>
<b>Contact 2:</b>	
Role:	R&D Director
Name:	Dr Richard Hodgson
Contact Number:	0300 7900 237
Contact Email:	<a href="mailto:richardE.hodgson@northstuffs.nhs.uk">richardE.hodgson@northstuffs.nhs.uk</a>
<b>Contact 3:</b>	

Role:	Research Governance Facilitator
Name:	Louise Alston
Contact Number:	01782 441 687
Contact Email:	<a href="mailto:louise.alston@northstuffs.nhs.uk">louise.alston@northstuffs.nhs.uk</a>
<b>Contact 4:</b>	
Role:	Clinical Studies Officer
Name:	Kerri Bailey
Contact Number:	01782 441774
Contact Email:	<a href="mailto:kerri.bailey@northstuffs.nhs.uk">kerri.bailey@northstuffs.nhs.uk</a>
<b>Contact 5:</b>	
Role:	Research Nurse (Lead)
Name:	Sue Wood
Contact Number:	01782 441773
Contact Email:	<a href="mailto:sueP.wood@northstuffs.nhs.uk">sueP.wood@northstuffs.nhs.uk</a>

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Information on staffing of the R&D Office

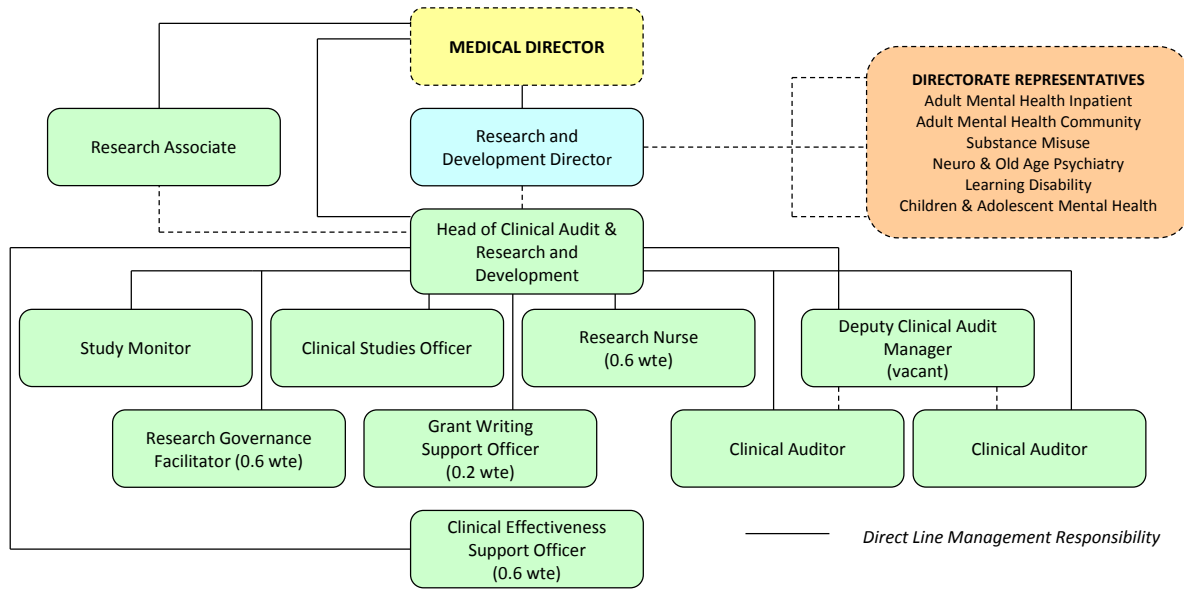
<b>R&amp;D Team</b>		
<b>R&amp;D Office Roles (e.g. Governance, Contracts, etc)</b>	<b>Whole Time Equivalent</b>	<b>Comments indicate if part time/full time/shared/joint etc</b>
Head of Clinical Audit and R&D	1	Full time
Research Governance Facilitator	0.6	3 days a week
Clinical Studies Officer	1	Full time
Research Nurse	0.6	3 days a week
Research Associate	0.2	1 day a week
Director of R&D	1 PA	4 hours a week
Clinical Effectiveness Support Officer	0.3	1.5 days a week
Research activities at NSCHT are overseen by the Research & Development Steering Group (RDSG). This is chaired by the R&D Director. Terms of Reference and list of membership are available from the R&D Office.		

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Reporting Structures

### NSCHT Clinical Audit and Research & Development Office Organisation Chart



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Organisational Structure

**CLINICAL STRUCTURE**

Medical Director → Director of Nursing & Quality → Director of Operations → Director of Finance → Director of Leadership & Workforce → Director of Strategy & Development

Adult Mental Health Inpatient Directorate	Adult Mental Health Community Directorate	Substance Misuse Directorate	Neuro and Old Age Psychiatry Directorate	Learning Disability Directorate	Children and Adolescent Mental Health Directorate
Clinical Director Dr Xenofon Sgouros	Clinical Director Dr Dennis Okolo	Clinical Director Dr Derrett Watts	Clinical Director	Clinical Director	Clinical Director Dr Jo Barton
<ul style="list-style-type: none"> <li>Acute Home Treatment Service</li> <li>Acute Inpatient (Wards 1, 2, &amp; 3) ECT Suite</li> <li>Florence House section 136</li> <li>Summers View</li> </ul>	<ul style="list-style-type: none"> <li>Access Team</li> <li>Approved Mental Health Professional</li> <li>Interest Assessors (DOLs)</li> <li>Carers Team</li> <li>Community Day Services including: <i>get into Reading, GrowthPoint and Rhinodon; Happy Mondays; Jam Factory; Mondays on Trains; Phoenix Carers Group; Social Groups</i></li> <li>Criminal Justice Mental Health Team including: <i>Community Triage; Division and Liaison</i></li> <li>Early Intervention</li> <li>Healthy Minds Stoke-on-Trent</li> <li>IAPT services Staffordshire</li> <li>ICMHT city (Greenfield and Sutherland Centres) including <i>Assertive Outreach/Behav/ Psychology/Parent &amp; Baby Unit</i></li> <li>ICMHT County (Ashcombe Centre and Lynebrook Centre) including <i>Assertive Outreach/Behav/ Psychology/Autism Assessment</i></li> <li>Personality Disorder Training</li> <li>Recruitment and Review Team</li> </ul>	<ul style="list-style-type: none"> <li>Edward Myers Inpatient Unit</li> <li>One Recovery North Staffs</li> <li>One Recovery South-East Staffs</li> <li>One Recovery South-West Staffs</li> <li>Stoke Health Substance Misuse Team</li> </ul>	<ul style="list-style-type: none"> <li>Complex Needs (Ward 6)</li> <li>Meadowcroft Assessment Unit (Ward 4)</li> <li>Mental Health and Vascular Well Being Staffs</li> <li>Neuropsychiatry Community and Day Hospital</li> <li>Neuropsychiatry Inpatient Services</li> <li>Neuropsychology Physical Health &amp; Older Adults Psychology</li> <li>Old Age Outreach Team</li> <li>Older Persons Ward (Ward 7)</li> <li>Rapid Assessment Interface and Discharge Service (RAID)</li> <li>Staffordshire CMHT (CPNs/Day Hospitals and Memory Clinic)</li> <li>Stoke CMHT (CPNs/Day Hospitals &amp; Memory Clinic, including Ennes and Abbots House)</li> </ul>	<ul style="list-style-type: none"> <li>Assessment &amp; Treatment</li> <li>Community LD Team, CHY</li> <li>Community LD team, North Staffs</li> <li>Intensive Support Service (ISS)</li> <li>Lefford Unit (Rehab Service)</li> </ul>	<ul style="list-style-type: none"> <li>Adoption Psychology</li> <li>CAMHS ASD</li> <li>CAMHS Disability</li> <li>Connect CAMHS and First Steps</li> <li>Dragon Square Respite Unit</li> <li>Inpatient Mental Health (Darwin Centre)</li> <li>Paediatric Psychology</li> <li>Sustain Team</li> <li>Yellowhouse</li> <li>Youth Offending Service (CHY)</li> <li>Youth Offending Service (North Staffs)</li> </ul>

Number and types of teams in each speciality		
Directorate	Service	Number of teams/wards
Children & Adolescent Mental Health	CAMHS and First Steps	4 teams
	ASD	2 teams
	Disability Service	1 team
	Paediatric Psychology	1 team
	Youth Offending Service	2 teams
	Inpatient	1 team
Learning Disability	Inpatient	2 teams
	Outpatient/Community	3 teams
Adult Mental Health Community	Day Services	8 teams
	ICMHTs	12 teams
	Access Team	1 team
	DOLs	2 teams
	Carers team	1 team
	Criminal Justice Mental Health	3 teams
	Early Intervention	2 teams
	IAPT	2 teams
	Personality Disorder	1 team
	Rehabilitation and Continuing Care	6 teams
Adult Mental Health Inpatient	Acute Home Treatment	1 team
	Acute Inpatient	3 teams

	Community Inpatient	2 teams
	ECT service	1 team
Substance Misuse	Inpatient	1 team
	One Recovery	3 teams
	Prison Outreach	1 team
Neuro and Old Age Psychiatry	Inpatient (Neuro)	1 team
	Inpatient (Older People)	1 team
	Outpatient / Community (Neuro)	4 teams
	Outpatient / Community (Older People)	9 teams
	RAID	1 team

Information on Research Networks supporting/working with the Organisation.

Information on how the Organisation works with the Local Clinical Research Network (LCRN), and specialties within the network

Research Networks	
Research Network (name/location)	Role/relationship of the Research Network eg host Organisation
West Midlands Local Clinical Research Network	Partner
Mental Health Specialty	Partner
Dementia & Neurodegenerative Diseases Specialty	Partner
Medicines for Children Specialty	Partner
Non Medicines for Children Specialty	Partner
Primary Care Specialty	Partner
Stroke Specialty	Partner
West Midlands Academic Health Science Network	Liaison when suitable studies are identified

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Information on collaborations and partnerships for research activity (e.g. BRC, BRU, 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	Contact Email
Staffordshire University	Trust is collaborator in research with Staffordshire University (student research)	Professor Helen Dent	<a href="mailto:helen.dent@staffs.ac.uk">helen.dent@staffs.ac.uk</a>
Keele University	Trust is collaborator in research with Keele University (student research and dementia research)	Nicola Leighton	<a href="mailto:n.leighton@keele.ac.uk">n.leighton@keele.ac.uk</a>
University of Birmingham	Birmingham Clinical Trials Unit provides the Trust with support on data entry, storage and analysis (Stroke SOS clinical trial)		<a href="mailto:bctu@contacts.bham.ac.uk">bctu@contacts.bham.ac.uk</a>
University of Manchester	Trust is collaborator in research with Manchester University (Suicide/Homicide research)	Dr Sharon McDonnell	<a href="mailto:sharonj.mcdonnell@manchester.ac.uk">sharonj.mcdonnell@manchester.ac.uk</a>
University of Southampton	Trust is collaborator in research with University of Southampton (CAMHS)	Dr Donna McCann	<a href="mailto:d.c.mccann@soton.ac.uk">d.c.mccann@soton.ac.uk</a>

University of Nottingham	Trust is collaborator in research with University of Nottingham (CAMHS)	Professor David Daley	<a href="mailto:david.daley@nottingham.ac.uk">david.daley@nottingham.ac.uk</a>
South Staffordshire & Shropshire NHSFT	Trust is collaborator in research with SSSFT and Collaborative working with research governance	Dr Ruth Lambley-Burke	<a href="mailto:ruth.lambley-burke@sssft.nhs.uk">ruth.lambley-burke@sssft.nhs.uk</a>
University Hospital of North Staffordshire NHST	UHNS provides support services (Pathology, Radiology, Surgery) in relation to research	Dr Darren Clement	<a href="mailto:darren.clement@northstuffs.nhs.uk">darren.clement@northstuffs.nhs.uk</a>
Birmingham & Solihull Mental Health NHSFT	Trust is collaborator in research with BSMHT (Huntington's Disease research)	Dr Hugh Rickards	<a href="mailto:hugh.rickards@bsmht.nhs.uk">hugh.rickards@bsmht.nhs.uk</a>
West Midlands Ambulance Service NHST	Trust is collaborator in research with WMAS (suicide bereavement)	Ms Gill Price	<a href="mailto:gill.price@wmas.nhs.uk">gill.price@wmas.nhs.uk</a>
Stoke on Trent City Council	Trust is collaborator in research with SOT Local Authority (dementia research)	Mr Peter Ball	<a href="mailto:peter.ball@stoke.gov.uk">peter.ball@stoke.gov.uk</a>
Stoke on Trent CCG	Partner in North Staffordshire wide Research Strategy	Dr Ruth Chambers	<a href="mailto:ruth.chambers@stoke.nhs.uk">ruth.chambers@stoke.nhs.uk</a>
North Staffordshire CCG	Partner in North Staffordshire wide Research Strategy	Dr Julie Oxtoby	<a href="mailto:julie.oxtooby@uhns.nhs.uk">julie.oxtooby@uhns.nhs.uk</a>
NIHR Research Design Service (West Midlands)	RDS help the Trust's researchers develop ideas into NIHR funding bids	Roger Beech	<a href="mailto:r.beech@cphc.keele.ac.uk">r.beech@cphc.keele.ac.uk</a>
Formerly North Staffordshire Primary Care Trust	Trust is collaborator in research with NSPCT (PIC sites)	Dr Mark Stone	<a href="mailto:mark.stone@northstuffs.nhs.uk">mark.stone@northstuffs.nhs.uk</a>
Quintiles	Trust is a preferred site with the Contract Research Organisation (CRO)		
The Royal Wolverhampton NHSFT	RWH host the WM CRN	Dr Sarah Glover	<a href="mailto:sarah.glover@nhs.net">sarah.glover@nhs.net</a>

## 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
As Sponsoring Organisation	x	x	√	√	√	√
As Participating Organisation	Phase II-IV	√	√	√	√	√
As Participant Identification Centre	Phase II-IV	√	√	√	√	√

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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	Contact Email	Contact Number
Pharmacy	The Trust has an on-site Pharmacy Clinical Trials Service, with a dedicated Clinical Trials Pharmacist (0.5 WTE) and Clinical Trials Pharmacy Technician (0.5 WTE). There are SOPs in place for the clinical trials that take place. There are secure storage facilities (alarms, digital/manual lock), remote temperature monitor of fridges (sends text message to on-call pharmacist in the event of a power failure/temperature deviation), on-call out-of-hours service (code breaks/advice), and all permanent staff are GCP trained.	Dr Chik Tan	<a href="mailto:chik.tan@northstaffs.nhs.uk">chik.tan@northstaffs.nhs.uk</a>	01782 441604
Pathology	The Trust, as a specialist mental health service, does not have an in-house laboratory facility, however it has an SLA with the neighbouring acute Trust (University Hospital of North Staffordshire NHS Trust (UHNS)) for pathology services. The Pathology Laboratory at UHNS offers a comprehensive range of routine and specialist investigations to the population of North Staffordshire as well as a tertiary service covering both Cheshire and Shropshire. It offers extended core hours and a 24/7 out-of-hours service. It is active in research, both in supporting clinical trials and in chief-investigator-led primary research.	Elizabeth Williamson	<a href="mailto:elizabeth.williamson@uhns.nhs.uk">elizabeth.williamson@uhns.nhs.uk</a>	01782 674253

Radiology / Imaging	The Trust, as a specialist mental health service, does not have an in-house imaging facility, however it has an SLA with the neighbouring acute Trust (University Hospital of North Staffordshire NHS Trust (UHNS)) for radiology services. The Radiology and Imaging Departments at UHNS are integral to clinical trials taking place. There is a dedicated research group led by the Lead Radiographer which supports feasibility, set-up and conduct of clinical trials involving imaging/radiology services. The equipment used are three high specification MRI scanners, two 3 Tesla and one 1.5 Tesla. UHNS have also just purchased a PET/CT scanner. The MRI scanners are Wide Bore and able to take patients up to 250kg in weight. The scanners also have removable "docking tables" to allow a patient to be managed outside the scan room, and, for patients who require "settling down" beforehand the additional "docking table" which attaches to the MRI scanner, can be used outside the room to allow the patient to acclimatise to the environment whilst the scanner is in use. For the claustrophobic patients there is a short length, wide bore machine.	Kay Jones / Bruce Jarvest	<a href="mailto:kay.jones@uhns.nhs.uk">kay.jones@uhns.nhs.uk</a> <a href="mailto:bruce.jarvest@uhns.nhs.uk">bruce.jarvest@uhns.nhs.uk</a>	01782 675883 / 675873
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Key Signatories for Research Governance (two per department so that cover is always available)

Key Signatories				
Details of Sign Off	Name and Designation	Department	Contact Email	Contact Number
Final R&D sign-off	Dr Richard Hodgson, R&D Director	Research & Development	<a href="mailto:richardE.hodgson@northstaffs.nhs.uk">richardE.hodgson@northstaffs.nhs.uk</a>	0300 7900 237
Final R&D sign-off	Dr Buki Adeyemo, Medical Director	Research & Development	<a href="mailto:olubukola.adeyemo2@northstaffs.nhs.uk">olubukola.adeyemo2@northstaffs.nhs.uk</a>	01782 441619
Clinical Trial Agreement Authorisation	Dr Richard Hodgson, R&D Director	Research & Development	<a href="mailto:richardE.hodgson@northstaffs.nhs.uk">richardE.hodgson@northstaffs.nhs.uk</a>	0300 7900 237
Clinical Trial Agreement Authorisation	Dr Buki Adeyemo, Medical Director	Research & Development	<a href="mailto:olubukola.adeyemo2@northstaffs.nhs.uk">olubukola.adeyemo2@northstaffs.nhs.uk</a>	01782 441619
Public Relations Risk	Annie Roberts, Head of Communications	Communications	<a href="mailto:annie.roberts@northstaffs.nhs.uk">annie.roberts@northstaffs.nhs.uk</a>	0300 123 1535
Public Relations Risk	Penny Gibbs, Communications Officer	Communications	<a href="mailto:penny.gibbs@northstaffs.nhs.uk">penny.gibbs@northstaffs.nhs.uk</a>	0300 123 1535
Caldicott Guardian/Data Protection Issues	Dr Buki Adeyemo, Medical Director	Research & Development	<a href="mailto:olubukola.adeyemo2@northstaffs.nhs.uk">olubukola.adeyemo2@northstaffs.nhs.uk</a>	01782 441619
Caldicott Guardian/Data Protection Issues	Mr Glen Sargeant, Head of Performance & IT	Information Governance	<a href="mailto:glen.sargeant@northstaffs.nhs.uk">glen.sargeant@northstaffs.nhs.uk</a>	01782 275125
Clinical Director sign-off - Adult Mental Health Community	Dr Dennis Okolo, Clinical Director	AMHC	<a href="mailto:dennis.okolo@northstaffs.nhs.uk">dennis.okolo@northstaffs.nhs.uk</a>	0300 7900 237
Clinical Director sign-off - Adult Mental Health Inpatient	Dr Xenofon Sgouros, Clinical Director	AMHI	<a href="mailto:xenofon.sgouros@northstaffs.nhs.uk">xenofon.sgouros@northstaffs.nhs.uk</a>	01782 441600
Clinical Director sign-off - Children & Young People	Dr Jo Barton, Clinical Director	CYP	<a href="mailto:joanne.barton@northstaffs.nhs.uk">joanne.barton@northstaffs.nhs.uk</a>	01782 408350
Clinical Director sign-off - Substance Misuse	Dr Derrett Watts, Clinical Director	SM	<a href="mailto:derrettJ.watts@northstaffs.nhs.uk">derrettJ.watts@northstaffs.nhs.uk</a>	01782 441600
Clinical Director sign-off - Learning Disability	Vacant	LD		



Clinical Director sign-off - Neuro & Old Age Psychiatry	Vacant	NOAP		
Clinical Support Service - Pharmacy sign-off	Chik Tan, Clinical Trials Pharmacist / Principal Pharmacist	Pharmacy	<a href="mailto:chik.tan@northstaffs.nhs.uk">chik.tan@northstaffs.nhs.uk</a>	01782 441604
Clinical Support Service - Pharmacy sign-off	Louise Jackson, Chief Pharmacist	Pharmacy	<a href="mailto:louise.jackson@northstaffs.nhs.uk">louise.jackson@northstaffs.nhs.uk</a>	01782 275158

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Information on key management contacts for supporting R&D governance decisions across the organisation.

<b>Management Support e.g. Finance, Legal Services, Archiving</b>				
<b>Department</b>	<b>Specialist services that may be provided</b>	<b>Contact Name</b>	<b>Contact Email</b>	<b>Contact Number</b>
<i>Archiving</i>	Named Archivist is responsible for all research archiving within the Trust. The process is governed by a SOP. Off site arrangements are also managed by the R&D Office.	Louise Alston	<a href="mailto:louise.alston@northstaffs.nhs.uk">louise.alston@northstaffs.nhs.uk</a>	01782 441687
<i>Contracts</i>	All research contracts are negotiated by the R&D Manager, and authorised by the R&D Director. Use of model agreements are encouraged wherever possible.	Laurie Wrench	<a href="mailto:laurie.wrench@northstaffs.nhs.uk">laurie.wrench@northstaffs.nhs.uk</a>	01782 441651
<i>Data Management support</i>	The Information Technology (IT) Department can provide guidance on data management for research trials in collaboration with the R&D Office.	Glen Sargeant	<a href="mailto:glen.sargeant@northstaffs.nhs.uk">glen.sargeant@northstaffs.nhs.uk</a>	01782 275125
<i>Finance</i>	The Trust has a dedicated finance lead for research who is responsible for the finance side of research within the Trust.	Dawn Richardson	<a href="mailto:dawn.richardson@northstaffs.nhs.uk">dawn.richardson@northstaffs.nhs.uk</a>	01782 275062
<i>Information Technology</i>	IT queries specific to research can be directed to the IT Services Manager. If the IT Services Manager requires research guidance he will contact the R&D Office.	Glen Sargeant	<a href="mailto:glen.sargeant@northstaffs.nhs.uk">glen.sargeant@northstaffs.nhs.uk</a>	01782 275125
<i>Legal</i>	Access to legal services is through the R&D Office.	Laurie Wrench	<a href="mailto:laurie.wrench@northstaffs.nhs.uk">laurie.wrench@northstaffs.nhs.uk</a>	01782 441651
<i>Statistical support</i>	Access to statistical support is through the R&D Office.	Laurie Wrench	<a href="mailto:laurie.wrench@northstaffs.nhs.uk">laurie.wrench@northstaffs.nhs.uk</a>	01782 441651
<i>Human Resources/personnel</i>	The Research Governance Facilitator is responsible for the HR side of research within the Trust (i.e. checking researchers are appropriately trained, qualified, experienced and dealing with HRC/LOA/RP considerations). HR will be consulted in any DBS clearance issues.	Louise Alston / Alexa Lloyd	<a href="mailto:louise.alston@northstaffs.nhs.uk">louise.alston@northstaffs.nhs.uk</a> <a href="mailto:alexa.lloyd@northstaffs.nhs.uk">alexa.lloyd@northstaffs.nhs.uk</a>	01782 441687 01782 441685

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## Organisation R&D Interests

Information on the areas of research interest to the Organisation

<b>Organisation R&amp;D Areas of Interest</b>			
<b>Area of Interest</b>	<b>Details</b>	<b>Contact Name</b>	<b>Contact Email</b>
Adult Mental Health	Schizophrenia, Addictions, Suicide/Homicide, Anxiety/Depression, Bipolar Disorder, Personality Disorder, Obsessive Compulsive Disorder, Perinatal, Early Intervention/Prevention	Dr Richard Hodgson, Dr Ravindra Belgamwar, Dr Darren Carr, Dr Derrett Watts, Dr Sasalu Shivamurthy	<a href="mailto:richardE.hodgson@northstaffs.nhs.uk">richardE.hodgson@northstaffs.nhs.uk</a>
Learning Disabilities	Down Syndrome, Autism, Aspergers	Dr Marian Seager, Dr Pernia Arshad, Dr Sridhar Sridharan	<a href="mailto:marian.seager@northstaffs.nhs.uk">marian.seager@northstaffs.nhs.uk</a>

Children & Young People	Attention Deficit Hyperactivity Disorder (ADHD), Eating Disorders	Dr Jo Barton	<a href="mailto:joanne.barton@northstuffs.nhs.uk">joanne.barton@northstuffs.nhs.uk</a>
Neuropsychiatry	Huntington's Disease, Brain Injury	Dr George El-Nimr	<a href="mailto:georgeNI.el-nimr@northstuffs.nhs.uk">georgeNI.el-nimr@northstuffs.nhs.uk</a>
Older Adults Mental Health	Dementia, Parkinsons	Dr Ben Udeze, Dr Sridhar Sridharan	<a href="mailto:bernard.udeze@northstuffs.nhs.uk">bernard.udeze@northstuffs.nhs.uk</a>
Clinical Psychology		Dr Jennie Lonsdale, Dr Laura Stokes	<a href="mailto:jennifer.lonsdale@northstuffs.nhs.uk">jennifer.lonsdale@northstuffs.nhs.uk</a>

Information on Local / National Specialty group membership within the Organisation which has been shared with the CLRN

#### Specialty Group Membership (Local and National)

National / Local	Specialty Group	Contact Name	Contact Email
Local	Mental Health	Dr Richard Hodgson	<a href="mailto:richardE.hodgson@northstuffs.nhs.uk">richardE.hodgson@northstuffs.nhs.uk</a>
Local/regional	Dementias & Neurodegenerative Diseases	Dr George El-Nimr	<a href="mailto:georgeNI.el-nimr@northstuffs.nhs.uk">georgeNI.el-nimr@northstuffs.nhs.uk</a>
Local/regional	Stroke	Professor Christine Roffe	<a href="mailto:christine.roffe@uhns.nhs.uk">christine.roffe@uhns.nhs.uk</a>

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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	Status of Planned Investment
GCP Training	Provision of GCP training for all researchers in the Trust via WM CRN	Ongoing
PANSS Training	Delivery of in-house training programme	Ongoing
GCP Facilitator	Facilitator training for Research Nurse to enable facilitation of in-house training programme	Ongoing
Research Associate Apprenticeships	Investment in resource and funding for RA Apprenticeships within R&D Department for potential researchers within the Trust	Ongoing
Good Pathology Practice Training	Investment in local training for CSO + RN to be trained in simple pathology procedures	Ongoing

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## Organisation R&D Standard Operating Procedures Register

Standard Operating Procedures		
SOP Ref Number	SOP Title	SOP Details
R&D-SOP-001	Preparation, Review and Approval of Standard Operating Procedures for Research	v1.1
R&D-SOP-002	Monitoring Income and Expenditure for R&D	v1.1
R&D-SOP-003	Roles and Responsibilities of Divisional Representatives on the Research and Development Steering Group	v1.1
R&D-SOP-004	Minimum Training Requirements for Researchers at NSCHT	v1.1
R&D-SOP-005	Notification of Serious Breach of GCP or the Trial Protocol	v1.0
R&D-SOP-006	Research Related Adverse Event Reporting Procedure	v1.0
R&D-SOP-007	Safety Reporting	v1.0
R&D-SOP-008	R&D SAE and SUSAR Handling Procedure	v1.0
R&D-SOP-009	Ensuring Study Oversight	v1.0
R&D-SOP-010	Amendments	v1.0
R&D-SOP-011	Delegation of Roles and Responsibilities for NSCHT Sponsored Research Studies	v1.0

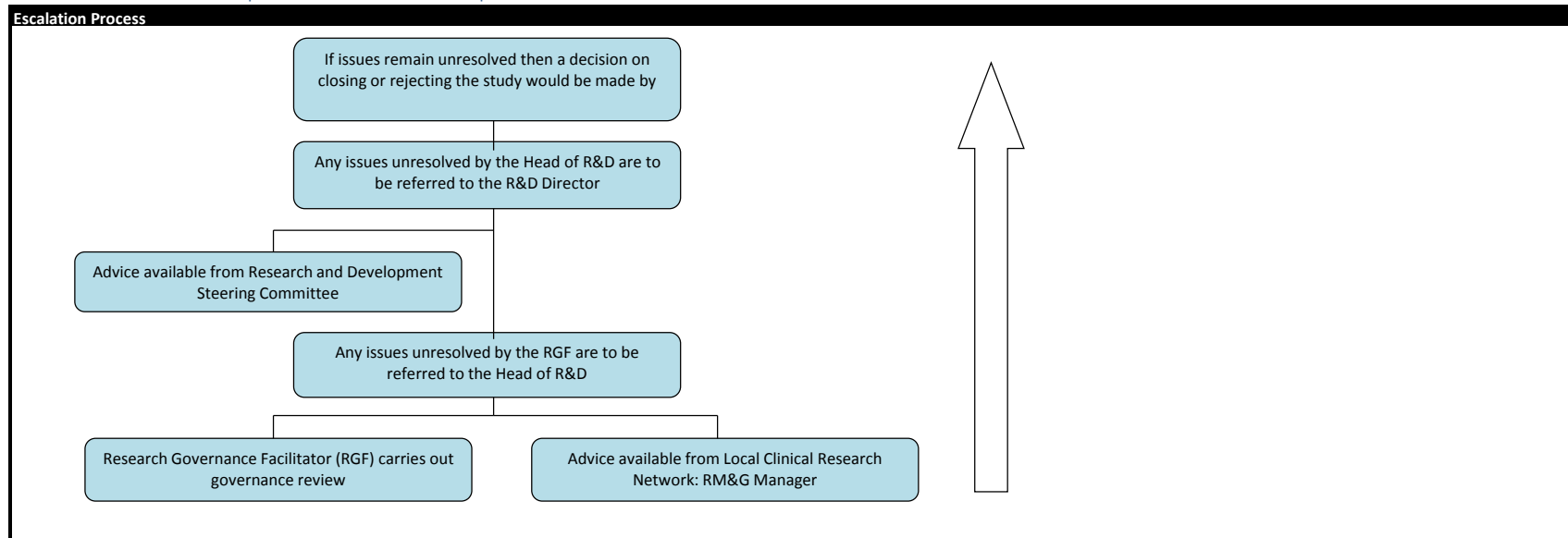
R&D-SOP-012	Monitoring of CTIMPS at NSCHT	v1.0
R&D-SOP-013	Archiving	v1.0
R&D-SOP-014	Trial Close-out	v1.0
R&D-SOP-015	Set-up and Management of Research Studies at NSCHT	v1.0
R&D-SOP-016	Application to NSCHT for Sponsorship of a Research Study	v1.0
R&D-SOP-017	Informed Consent	v1.0
R&D-SOP-018	Receiving and Acknowledging Safety Notifications to R&D	v1.0
R&D-SOP-019	R&D Operational Capability Statement	v1.1
R&D-SOP-020	Granting NHS Permission	v1.0
R&D-SOP-021	Application Process for an HRC, LOA or RP	v1.0
R&D-SOP-022	Managing MHRA Inspections	v1.0
R&D-SOP-023	R&D Processing of Amendments	v1.0
R&D-SOP-024	R&D Approval Process for PICs	v1.0

Add further lines as required

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Information on the agreed Escalation Process to be used when R&D governance issues cannot be resolved through normal processes.

Note: Arrow indicates escalation process starts from bottom to top



Add further lines as required

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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)

Information about research activity within the Trust can be found in staff publications in scientific journals, staff intranet, R&D section on staff intranet, R&D activity and performance report on Trust website, poster/notice

boards within Trust HQ, poster presentations at internal and external events, Hospital and community services, Trust and R&D Department Newsletters, Trust CA/CE Annual Report, R&D Steering Group minutes, NIHR website, Internal Interested Researcher's electronic mailing list, Clinical Research Network (CRN) events.

Add further lines as required

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