**Proposal for a Service Evaluation**

*Guidance is in blue font throughout to help you identify what kind of information should be included in your responses. This is intended as an aid and should not be read as prescriptive. There are hyperlinks throughout the guidance to further helpful resources; we encourage you to explore them.*

*To help you plan your project, please see this* [*five step guide to the evaluation cycle.*](http://www.nhsevaluationtoolkit.net/evaluation-cycle/)*[[1]](#footnote-1)*

**STUDY TITLE**

*An appropriate title should make it immediately evident what the study is investigating and on whom; please include a* ***version number*** *and* ***date***

# KEY STUDY CONTACTS

|  |  |
| --- | --- |
| Project Lead (name) |  |
| Role / job title: |  |
| Email: |  |
| Contact telephone: |  |
| Locality: | [ ]  City & Hackney [ ]  Tower Hamlets [ ]  Newham [ ]  Luton (city) [ ]  Bedfordshire |
| Service: |  |
| Team: |  |
| Other Key Contributors to proposal: |  |
| Student / Trainee project (please tick) [ ]  | *Please complete this* [*Quality Assurance Checklist*](https://arc-w.nihr.ac.uk/Wordpress/wp-content/uploads/2017/06/Sample-Quality-Assurance-Checklist.doc) *with your academic supervisor if applicable and enclose* |
| *Please enclose email from your line manager endorsing the proposal* |

# 1 LAY SUMMARY

*Please provide a brief lay summary of your proposal. It should be written so it is easily read and understood by someone with a basic sense of the topic who may not necessarily be an expert in the area.*

*Avoidance of abbreviations and acronyms where possible, or explanation of terms and concepts is likely to be beneficial.* [*How to write health-related information in plain English*](http://www.plainenglish.co.uk/medical-information.html)

# 2 STUDY AIMS & OBJECTIVES

*What question(s) (there may be more than one) is the study asking? Please explain why the question is important, how is it worthwhile to participants or wider service delivery.*

*Both aim and objective should be interrelated;* [*the aim is what you want to achieve, and the objective describes how you are going to achieve that aim*](https://nhsevaluationtoolkit.net/wp-content/uploads/2016/02/Step-3-of-the-evaluation-cycle_-Plan.mp4)*.*

*Remember – an Evaluation involves making judgements about the value of what is being evaluated, the quality or worth of a service or intervention, providing evidence that can be used to improve it. An evaluation provides practical information to help decide whether a development or service should be continued locally or not.[[2]](#footnote-2)*

# 3 STUDY DESIGN

*Please describe the study design.* [*A suitable design should be chosen to reflect the aim(s) of the study and the chosen theoretical framework.*](https://www.healthknowledge.org.uk/public-health-textbook/research-methods/1c-health-care-evaluation-health-care-assessment/study-design-assessing-effectiveness) *A suitable design might include routine clinical outcome data collection, ethnography, interviews, focus groups or documents.*

# 3.1 Study Setting

*Please state from where the data will be collected (which wards, services, teams, etc.), including where and how you are accessing your participants?*

# 3.2 Methods of Data Collection

*Please describe the data collection methods in detail and outline the roles involved, e.g.,*

* ***Observation*** *- What will be observed? What resources or equipment will be used if recording observation? Who will be observing?*
* ***Interviews*** *- How will the prompt guide or interview schedule be developed? Who is conducting the interviews? By telephone or in person? How are the interviews being recorded?*
* ***Focus Groups*** *- Who is leading the focus group? How are the focus groups being recorded?*
* ***Routine Clinical Data*** *- what data will be collected (e.g., age, diagnosis) and from what sources? By whom?*

# 3.3. Methods of Data Analysis

*Please describe the data analysis methods such as quantitative and/or qualitative (e.g. thematic content analysis, framework / interpretative phenomenological analysis, and so on.*

*You should clearly describe how and by whom data will be (for example):*

* *Transcribed / Coded*
* *De-identified (Anonymised)*
* *Stored / Transferred / Accessed / Archived*
* *Statistical analysis*

*Any software to be used in assisting the analysis should be specified.*

# 4 SAMPLE and RECRUITMENT

# 4.1 Eligibility Criteria

*This section should set out precise definitions of which participants are eligible for the study, defining both inclusion* ***and*** *exclusion criteria.*

# 4.2 Size of sample

*Please explain the rationale behind the size of the sample, including how your sampling strategy answers your study question(s).*

# 4.3 Sample identification / recruitment process

*Please describe how participants are identified and recruited, giving details of the participant eligibility screening process including methods of identifying eligible participants/sample.*

# 4.4 Consent to participate

*Please describe your method for obtaining consent to access data in medical records and/or to participate in the study, or provide a valid justification for omitting consent based on the Trust’s principles (*[*as described here*](https://www.elft.nhs.uk/Research/Conducting-Research/Consent-to-use-data)*).*

*Where you plan to obtain consent, please attach both the* [*Participant Information Sheet and Consent Form*](http://www.hra-decisiontools.org.uk/consent/content.html)*.*

# 5 ETHICAL and REGULATORY CONSIDERATIONS

# 5.1 Patient & Public Involvement

*Please detail which aspects of the project’s design, delivery or oversight –* ***other than as the subject of the study*** *-- have actively involved, or will involve, patients, service users, and/or their carers, or members of the public.* [*Guidelines for patient and public involvement in evaluation*](https://arc-w.nihr.ac.uk/Wordpress/wp-content/uploads/2020/06/Guidelines-for-PPI-in-Evaluation-v5-Feb-2020.pdf)

*If there is no involvement, you* ***must*** *justify the exclusion. It is expected that the NHS engages with the public in all aspects of our work.*

# 5.2 Conflict of Interest

*The aim of this section is to recognise/disclose activities that might give rise to conflicts of interest (actual/perceived) and to ensure that such conflicts are properly managed or avoided. Conflicts can be non-financial, such as potential bias of a member of a team evaluating their own activity.*

# 5.3 Payments and Incentives to participants

*Please identify and assess the risk of coercion or undue inducements of payments or other incentives designed to encourage or reward participation.*

# 5.4 Data Protection

*We expect all projects to conform to the Data Protection Act 2018; please describe* ***specifically how*** you *will ensure the data collected is secure and confidential, e.g. password protected, stored in locked filing cabinets, saved on Trust’s servers.*

# 5.5 Any potential risks identified

*Please use an* [*Evaluation Risk Register*](https://arc-w.nihr.ac.uk/Wordpress/wp-content/uploads/2021/02/Evaluation-Risk-Register.pdf) *to identify and describe any other risks associated with the study.*

# 6 DISSEMINATION of findings

*Please describe the dissemination policy for the study, including:*

* *Where the full study report can be accessed*
* *If any of the participating investigators intend to publish any of the study data and where*
* *Plans to notify the participants of the study outcome, e.g. lay summary, newsletter, presentation.*

# 7 REFERENCES

*List the literature and data that are relevant to the study, and that provide background for the study. Please ensure the text contains appropriate cross references to this list*

# Enclosure Checklist:

[ ]  Line manager email endorsing the proposal

[ ]  [Quality Assurance Checklist](https://arc-w.nihr.ac.uk/Wordpress/wp-content/uploads/2017/06/Sample-Quality-Assurance-Checklist.doc) completed and signed by Academic Supervisor (if a student or trainee project)

[ ]  Participant Information Sheet (where applicable)

[ ]  Consent Form (where applicable)

[ ]  Interview guides, questionnaires, etc. (as applicable)

[ ]  [Evaluation Risk Register](https://arc-w.nihr.ac.uk/Wordpress/wp-content/uploads/2021/02/Evaluation-Risk-Register.pdf)

1. *With thanks to the NIHR Applied Research Collaboration West* [↑](#footnote-ref-1)
2. *Make sure you avoid straying into the realm of ‘R’esearch which will automatically void your application for GECSE review and redirect you to seek* [*NHS Health Research Authority Approval*](https://www.elft.nhs.uk/Research/Conducting-Research/HRA-Approval)*.*

*A key feature of Research is that it is intentionally planned and designed using documented methodology which will allow results to be extrapolated or applied from the study sample to a larger population. This extrapolation / application is what the terms 'generalisable' and 'transferable' refer to. Please pay close attention to this aspect of your study design – if any part of your proposal aims to extrapolate or apply results from the study sample to a larger population, it is a Research study.* [↑](#footnote-ref-2)