

NIHR Guideline B01
R&D Operational Capability Statement

Version History

Version number	Valid from	Valid to	Date approved	Approved by	Updated by
RDOCS 1-0	01/07/2013	30/06/2014	03/07/2013	RSC	Karin Albani
RDOCS 2-0	01/07/2014	30/06/2015	28/07/2014	Deputy Chief Executive	Karin Albani

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Organisation R&D Management Arrangements

Information on key contacts

Organisation Details	
Name of Organisation	East London NHS Foundation Trust (ELFT)
R&D Lead / Director (with responsibility for reporting on R&D to the Organisation Board)	Professor Stefan Priebe, Director of Research
Key Contact Details e.g. Research Governance Lead, NHS Permissions Signatory contact details	
Contact 1:	
Role:	Research Manager, ELFT (escalations)
Name:	Karin Albani
Contact Number:	020 7540 4380 x2318
Contact Email:	karin.albani@eastlondon.nhs.uk
Contact 2:	
Role:	Head of Reseaerch & Development, noclor (Research Governance Lead)
Name:	Angela Williams
Contact Number:	020 3317 3765
Contact Email:	Angela.Williams9@nhs.net
Contact 3:	
Role:	Service Director - Research & Development, noclor (NHS Permission Signaotry)
Name:	Lynis Lewis
Contact Number:	020 3317 3763
Contact Email:	lynislewis@nhs.net

Add further lines as required

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Information on staffing of the R&D Office

R&D Team		
R&D Office Roles (e.g. Governance, Contracts, etc)	Whole Time Equivalent	Comments indicate if part time/full time/shared/joint etc
Director of Research	0.2	
Research Manager	0.6	
noclor		provides research governance to partner trusts, including ELFT

Add further lines as required

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Information on reporting structure in organisation (include information on any relevant committees, for example, a Clinical Research Board / Research Committee / Steering Committee.)

Reporting Structures

Research governance is provided to ELFT on a contract basis by noclор of which the trust is a partner; the collaboration is overseen by the ELFT Director of Research. The Director of Research reports to the Trust Chief Executive. A Research Strategy Committee, chaired by an NED, provides a forum to discuss the strategic direction of research in the Trust; it reports to the Quality Committee (a sub-committee of the Trust Board).

Add further lines as required
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Information on Research Networks supporting/working with the Organisation.
Information on how the Organisation works with the Comprehensive Local Research Network (CLRN), Primary Care Research Network (PCRN), Topic Specific Clinical Research Networks (TCRN)

Research Networks	
Research Network (name/location)	Role/relationship of the Research Network e.g. host Organisation
Clinical Research Network	partner trust of the local CRN: North Thames
	all other research networks were disbanded by the NIHR as of 1 April 2014

Add further lines as required
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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 (e.g. University/Organisation Joint Office, external provider of pathology services to Organisation, etc, effective dates)	Contact Name	Email address	Contact Number
UCL Partners				
UEL				
City University	Joint support of research teams in Long-term conditions and Mental Health Nursing			
Queen Mary, University of London	Joint support of research teams in Forensic Psychiatry and Social & Community Psychiatry			

Add further lines as required
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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	OTHER
As Sponsoring Organisation			✓		✓	✓	
As Participating Organisation	III, IV	✓	✓	✓	✓	✓	
As Participant Identification Centre	III, IV	✓	✓	✓	✓	✓	

Add further lines as required

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Which licences does the organisation hold which may be relevant to research?

Organisation Licences			
Licence Name Example: Human Tissue Authority Licence	Licence Details	Licence Start Date (if applicable)	Licence End Date (if applicable)
None	n/a	n/a	n/a

Add further lines as required

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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 (e.g. number/type of scanners)	Contact Name within Service Department	Contact email	Contact number	Details of any internal agreement templates
Pharmacy	none	Shameem Mir	Shameem.Mir@eastlondon.nhs.uk	020 7655 4038	n/a

Add further lines as required

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

Management Support e.g. Finance, Legal Services, Archiving					
Department	Specialist services that may be provided	Contact Name within Service Department	Contact email	Contact number	Details of any internal agreement templates
Contracts, noclor	Contract negotiation and sign-off	Angela Williams	angela.williams9@nhs.net	020 3317 3765	n/a
Finance, noclor	Costing of project resources, grant applications	George Adu Tachie	finance.noclor@nhs.net	020 3317 3755	n/a
Information Technology, ELFT	n/a	Daniel Woodruffe	Daniel.Woodruffe@eastlondon.nhs.uk	020 7655 4083	n/a
HR, noclor	Research Passport applications, letters of access	noclor	contact.noclor@nhs.net		n/a
Information Governance & Data Protection, ELFT	n/a	Tony Monachello	tony.monachello@eastlondon.nhs.uk	020 7655 4018	n/a
Intellectual Property, noclor	n/a	Angela Williams	angela.williams9@nhs.net	020 3317 3765	n/a

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Organisation R&D Interests

Information on the areas of research interest to the Organisation

Organisation R&D Areas of Interest				
Area of Interest	Details	Contact Name	Contact Email	Contact Number
Child & Adolescent Mental Health Services		Dr Rafik Refaat	Rafik.Refaat@eastlondon.nhs.uk	020 7540 6789
Forensic Psychiatry		Prof Jeremy Coid	j.w.coid@qmul.ac.uk	020 3465 7230
Long-term Conditions		Dr Kathleen Mulligan	Kathleen.Mulligan.1@city.ac.uk	020 7040 0889
Mental Health Care of Older People		Dr Nicholas Bass	Nicholas.Bass@eastlondon.nhs.uk	0208 821 0900
Mental Health Nursing		Prof Alan Simpson	a.simpson@city.ac.uk	020 7040 5937
Social & Community Psychiatry		Prof Stefan Priebe	s.priebe@qmul.ac.uk	020 7540 4210

Add further lines as required

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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	Specialty Area (if only specific areas within group)	Contact Name	Contact Email	Contact Number

Add further lines as required

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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	Value of Investment	Indicative dates

Add further lines as required
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Organisation R&D Standard Operating Procedures Register

Standard Operating Procedures				
SOP Ref Number	SOP Title	SOP Details	Valid from	Valid to
The Trust works to the noclor Standard Operating Procedures				

Add further lines as required

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Information on the processes used for managing Research Passports

Indicate what processes are used for managing Research Passports

These are issued and managed by noclor in accordance with current practice.

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

Escalation Process

In the event that a governance issue should arise that cannot be resolved through normal channels, the escalation process would be:

1) Team level – via the noclor team Manager

2) Mid-Management level – via the noclor Head of Research & Development

3) Senior Level Management level – via the ELFT Research Manager

4) Director level – via the ELFT Director of Research

5) Senior Executive level – via the ELFT Chief Executive

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Planned and Actual Studies Register

The Trust uses the ReDA II database to capture a log of studies that are Active (live), Pending (in set-up) or completed (Archived).

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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)

The Trust website (www.eastlondon.nhs.uk) contains information about publications by and research projects in which our staff lead and collaborate.

Add further lines as required

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