**NIHR Guideline B01**

**R&D Operational Capability Statement**

## Version History

| Version number | Valid from | Valid to | Date approved | Approved by | Updated by |
|---|---|---|---|---|---|
| RDOCS 007 | 01/04/2023 | 31/03/2025 | 20/04/2023 | CBPG | Theresa Foster |

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## Organisation R&D Management Arrangements

Information on key contacts

| Organisation Details | |
|---|---|
| Name of Organisation | East of England Ambulance Service NHS Trust |
| R&D Lead / Director (with responsibility for reporting on R&D to the Organisation Board) | Dr Simon Walsh, Medical Director, simon.walsh@eastamb.nhs.uk, supported by Paul Gates, Deputy Clinical Director & Consultant Paramedic, paul.gates@eastamb.nhs.uk |
| **Research Support Service Office details:** | |
| Name: | Theresa Foster, Head of Research |
| Address: | Research Support Services, East of England Ambulance Service NHS Trust, Milford Service Area, Fiveways Roundabout, Barton Mills, Suffolk, IP28 6AE |
| Contact Number: | Mobile 07971 287986 |
| Contact Email: | theresa.foster@eastamb.nhs.uk |
| Other relevant information: | Generic Research Support Service email: research@eastamb.nhs.uk |
| **Key Contact Details** e.g. Research Governance Lead, Research Passports, etc. | |
| **Contact 1:** | |
| Role: | Capacity & Capability and Contracts |
| Name: | Theresa Foster, Head of Research |
| Contact Number: | Mobile 07971 287986 |

| | |
|---|---|
| Contact Email: | theresa.foster@eastamb.nhs.uk |
| **Contact 2:** | |
| Role: | Research Passports or Letters of Access and Research Involvement Group (RIG) |
| Name: | Larissa Prothero, Advanced Research Paramedic |
| Contact Number: | Mobile 07736 374453 |
| Contact Email: | larissa.prothero@eastamb.nhs.uk |
| **Contact 3:** | |
| Role: | Participant in Research Experience Survey (PRES) |
| Name: | Tessa Noakes, Research Paramedic |
| Contact Number: | Mobile 07514 973667 |
| Contact Email: | tessa.noakes@eastamb.nhs.uk |

Add further contacts by selecting and then **copying** the five Excel rows (ie whole rows) above for Contact, role, name, number and email.

Then select the **blank row** under the table and 'insert copied cells'. (Please do not select and copy individual cells or groups of cells as this does not preserve formatting.)

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 shared/joint/week days in office etc |
| Head of Research | 1 | First point of contact for Research Governance, Contracts and Proposals |
| Advanced Research Paramedic | 1 | Facilitation of research activity, Research Passports, RIG, Research delivery and development |
| Research Paramedic | 1 | Research delivery and development and PRES |
| | | |
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| | | |

Add lines in the table as required by selecting and then copying **a whole Excel row which is a part of** the table (note: select and copy the row **not** cells in the row).

Then select a **row** in the table and 'insert copied cells'. (Please do not select and copy individual cells or groups of cells as this does not preserve formatting.)

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

| Reporting Structures |
|---|
| The Advanced Research Paramedic and Research Paramedic(s) report to the Head of Research.  The Head of Research reports to the Deputy Clinical Director and/or Medical Director. Annual Research Reports are received by the Clinical Best Practice Group.  The Clinical Best Practice Group recommends feasible research to the Clinical Risk Group.  Potential research is presented to the Clinical Best Practice Group for risk and feasibility assessment. |

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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 |
| CRN East of England | Primary financial support of research infrastructure role. |
| CRN North Thames | Financial support of research infrastructure role. |
| | |
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Information on collaborations and partnerships for research activity (e.g. Biomedical Research Centre/Unit, 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 | Email address | Contact Number |
| National Ambulance Research Steering Group | Research proposal development | Professor Rachael Fothergill | rachael.fothergill1@nhs.net | |
| University of Hertfordshire | University collaborator | Professor Julia Williams | j.williams@herts.ac.uk | 01707 285260 |
| University of East Anglia | University collaborator | Professor Kristy Sanderson | kristy.sanderson@uea.ac.uk | 01603 591142 |
| Swansea University | University collaborator | Professor Helen Snooks | h.a.snooks@swansea.ac.uk | |
| Warwick University | University collaborator | Professor Gavin Perkins | | |

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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 | No | No | Yes | No | Yes | Yes | No |
| As Participating Organisation | Yes (Phase iv) | Yes | Yes | No | Yes | Yes | Yes (Health Service Research) |
| As Participant Identification Centre | Yes (Phase iii/iv) | Yes (Phase iv) | Yes | No | Yes | Yes | Yes |

Add lines in the table as required by selecting and then copying **a whole Excel row which is a part of** the table (note: select and copy the row **not** cells in the row).

Then select a **row** in the table and 'insert copied cells'.  (Please do not select and copy individual cells or groups of cells as this does not preserve formatting.)

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

| Organisation Licences | | | |
|---|---|---|---|
| Licence Name<br>Example: Human Tissue Authority Licence | Licence Details | Licence Start Date (if applicable) | Licence End Date (if applicable) |
| | | | |
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PCT ONLY: Information on the practices which are able to conduct research

| Number/notes on General Practitioner (GP) Practices |
| --- |
| |
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| |

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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 within Service Department | Contact email | Contact number | Details of any internal agreement templates and other comments |
| *Pathology* | | | | | |
| *Radiology* | | | | | |
| *Pharmacy* | | | | | |
| | | | | | |
| | | | | | |

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 and other comments |
| *Archiving* | | | | | |
| *Contracts* | | Theresa Foster | 12heresa.foster@eastamb.nhs.uk | Mobile 07971287986 | |
| *Data management support* | | | | | |
| *Finance* | | Emma Morgan | emma.morgan@eastamb.nhs.uk | 01603 422804 | |
| *Information Technology* | | | | | |
| *Legal* | | | | | |
| *HR* | | | | | |
| *Statistical support* | | | | | |
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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 |
| Ambulance / Pre-hospital research | Improve outcomes | Theresa Foster | 13arissa.foster@eastamb.nhs.uk | Mobile 07971 287986 |
| Public health research | Exploratory | Theresa Foster | | |
| Diabetes | Improve outcomes | Larissa Prothero | 13arissa.prothero@eastamb.nhs.uk | 01353 662109 / 07736374453 |
| Sepsis | Improve outcomes | Larissa Prothero | | |
| Mental Health | Exploratory | Larissa Prothero | | |
| Stroke | Improve outcomes | Larissa Prothero | | |
| Staff wellbeing | Exploratory | Theresa Foster | | |
| Dementia | Exploratory | Larissa Prothero | | |

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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 |
| | | | | | |
| National | National Ambulance Research Steering Group | Ambulance / Pre-hospital research | Rachael Fothergill | rachael.fothergill1@nhs.net | |
| National | Trauma & Emergency Care Group | | | | |
| Local | CRN Eastern Stroke Speciality Group | | | | |
| Local | CRN Eastern Diabetes Speciality Group | | | | |
| | | | | | |

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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 |
| Facilities | Research Support Services Main and Satellite Offices | RSS stability | Mar-25 |
| Training | Online Good Clinical Practice training to be encouraged Trust-wide | Increased research capability | Apr-21 |
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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 |
| | | | | |
| | | | | |
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| | | | | |

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Information on the processes used for managing Research Passports

| Indicate what processes are used for managing Research Passports |
|---|
| A joint arrangement between the Research Support Services and Human Resources is utilised to manage and monitor Research Passports / Letters of Access. |

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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 |
| --- |
| Research Governance is handled in accordance with the approved East of England Ambulance Service NHS Trust Research Policy. This document is reviewed every two years. |

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## Planned and Actual Studies Register

The Organisation should maintain or have access to a current list of planned and actual studies which its staff lead or collaborate in.

| Comments |
| --- |
| The Head of Research maintains a current register of all research proposals received, and monitors status. |

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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) |
| --- |
| Research Support Services maintain access to current relevant information on the Trust Website https://www.eastamb.nhs.uk/about-us/research-support-services.htm, and the Trust Intranet (East24).  This includes Research Reports which capture activity, and output including publications in peer reviewed journals. Performance in Initiating and Delivering research is published on the Research Support Services intranet and internet pages. |

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