NIHR Guideline B01
R&D Operational Capability Statement

Version History

Version number	Valid from	Valid to	Date approved	Approved by	Updated by
RDOCS 008	21/01/2026	31/01/2028	21/01/2026	CBPG	Larissa Prothero

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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 Anthony Kitchener, Deputy Director of Education; anthony.kitchener@eastamb.nhs.uk
Research Support Service Office details:	
Name:	Research Support Services
Address:	Research Support Services, East of England Ambulance Service NHS Trust, Suffolk Park, 5 Fortress Way, Bury St Edmunds, Suffolk. IP32 7FQ
Contact Number:	
Contact Email:	research@eastamb.nhs.uk
Other relevant information:	
Key Contact Details e.g. Research Governance Lead, Research Passports, etc.	
Contact 1:	
Role:	Capacity & Capability, Contracts (including Research Passports and Letters of Access)
Name:	Larissa Prothero, Advanced Research Paramedic
Contact Number:	Mobile 07736 374453
Contact Email:	research@eastamb.nhs.uk

Contact 2:	
Role:	Research Involvement Group (RIG)
Name:	Tessa Noakes, Research Paramedic
Contact Number:	Mobile 07514 973667
Contact Email:	research@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.)
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document

**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/weekdays in office etc
Advanced Research Paramedic	1	First point of contact for Research Governance;

		Contracts and Proposals; Research development and delivery							
Research Paramedic	1	Research development and delivery; RIG							

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 report to the Head of Education
and Research, who in turn reports to the Associate Director of Education and Research 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 eg host Organisation

RRDN East of England	Primary 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	

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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	Study Administerin	Qualitative Study	OTHER

				: Tissue Samples Studies	g Questionnaires		
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

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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)

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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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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					

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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 and other comments
Archiving					
Contracts		Larissa Prothero	research@eastamb.nhs.uk		

Data management support				
Finance		Robert Abery	robert.abery@ eastamb.nhs.u k	
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	Larissa Prothero/Tessa Noakes	research@eastamb.nhs.uk	
Public health research	Exploratory	Larissa Prothero		
Diabetes	Improve outcomes	Larissa Prothero		
Sepsis	Improve outcomes	Larissa Prothero		
Mental Health (including Dementia)	Improve outcomes	Larissa Prothero		
Stroke	Improve outcomes	Larissa Prothero		
Staff wellbeing	Exploratory	Larissa Prothero		
Workforce	Exploratory	Tessa Noakes	research@eastamb.nhs.uk	

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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	RRDN East of England Stroke 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 Office	RSS stability	Sep-26
Training	Online Good Clinical Practice training to be encouraged Trust-wide	Increased research capability	Aug-27

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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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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 Research Support Services 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.

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