

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

Contents

Organisation R&D Management Arrangements

Organisation Study Capabilities

Organisation Services

Organisation R&D Interests

Organisation R&D Planning and Investments

Organisation R&D Standard Operating Procedures Register

Planned and Actual Studies Register

Other Information

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 Email: research@eastamb.nhs.uk

Other relevant information: Key Contact Details e.g. Research Governance Lead, Research Passports, etc.

Contact 1:

Role: Head of Research and Innovation

Name: Daniel Phillips

Contact Number: Mobile 07971 059148

Contact Email: daniel.phillips@eastamb.nhs.uk

Contact 2:

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 3:

Role: Research Involvement Group (RIG)

Name: Tessa Noakes, Research Paramedic

Contact Number: Mobile 07514 973667

Contact Email: research@eastamb.nhs.uk

Information on staffing of the R&D Office

R&D Team

R&D Office Roles (e.g. Governance, Contracts, etc) Advanced Research Paramedic

Whole Time Equivalent 1

Comments: First point of contact for Research Governance; Contracts and Proposals; Research development and delivery

R&D Office Roles (e.g. Governance, Contracts, etc) Research Paramedic

Whole Time Equivalent 1

Comments: Research development and delivery; RIG

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 Research and Innovation, 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

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): RRDN East of England

Role/relationship of the Research Network eg host Organisation: Primary financial support of research infrastructure role.

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: National Ambulance Research Steering Group

Details of Collaboration / Partnership (eg University/Organisation Joint Office, external provider of pathology services to Organisation, etc, effective dates): Research proposal development

Contact Name: Professor Rachael Fothergill

Email address: rachael.fothergill1@nhs.net

Contact Number:

Organisation Study Capabilities

Information on the types of studies that can be supported by the Organisation to the relevant regulatory standards

	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

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):

PCT ONLY: Information on the practices which are able to conduct research

Number/notes on General Practitioner (GP) Practices.

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: Pathology, Radiology, Pharmacy

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:

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
<i>Archiving</i>					
<i>Contracts</i>		Larissa Prothero	research@eastamb.nhs.uk		
<i>Data management support</i>					
<i>Finance</i>		Robert Abery	robert.abery@eastamb.nhs.uk		
<i>Information Technology</i>					
<i>Legal</i>					
<i>HR</i>					
<i>Statistical support</i>					

Organisation R&D Interests

Information on the areas of research interest to the Organisation

Organisation R&D Interests

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	

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.): Facilities

Description of Planned Investment: Research Support Services Main Office

Value of Investment: RSS stability

Indicative dates: Sep-26

Area of Investment (e.g. Facilities, Training, Recruitment, Equipment etc.): Training

Description of Planned Investment: Online Good Clinical Practice training to be encouraged Trust-wide

Value of Investment: Increased research capability

Indicative dates: Aug-27

Organisation R&D Standard Operating Procedures Register

Standard Operating Procedures

SOP Ref Number:

SOP Title:

SOP Details:

Valid from:

Valid to:

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.

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.

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.

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.