

NIHR Guideline B01

R&D Operational Capability Statement

Version History

Version number	Valid from	Valid to	Date approved	Approved by	Updated by
RDOCS 001	28/07/2011	28/07/2012	28/07/2011	Trust Board	Clinical Audit & Research Unit
RDOCS 002					

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Organisation R&D Management Arrangements

Information on key contacts

Organisation Details	
Name of Organisation	London Ambulance Service NHS Trust
R&D Lead / Director (with responsibility for reporting on R&D to the Organisation Board)	Dr Rachael Donohoe, Head of Clinical Audit & Research/ Gurkamal Viridi, Acting Head of Clinical Audit & Research
R&D Office details:	
Name:	Clinical Audit & Research Unit
Address:	HQ Annexe, Ground Floor, 8-20 Pocock Street, London, SE1 0BW
Contact Number:	(020) 7783 2509
Contact Email:	CARU.Administrator@lond-amb.nhs.uk
Other relevant information:	
Key Contact Details e.g. Research Governance Lead, NHS Permissions Signatory contact details	
Contact 1:	
Role:	Head of Clinical Audit & Research/ Acting Head of Clinical Audit & Research
Name:	Dr Rachael Donohoe/ Gurkamal Viridi
Contact Number:	020 7783 2506
Contact Email:	rachael.donohoe@lond-amb.nhs.uk
Contact Email:	gurkamal.virdi@lond-amb.nhs.uk
Contact 2:	
Role:	Assistant Head of Clinical Audit & Research
Name:	Gurkamal Viridi
Contact Number:	020 7783 2509
Contact Email:	gurkamal.virdi@lond-amb.nhs.uk
Contact 3:	
Role:	Research Manager
Name:	Dr Melanie Edwards
Contact Number:	020 7783 2588
Contact Email:	melanie.edwards@lond-amb.nhs.uk
Contact 4:	
Role:	Research & Development Co-ordinator
Name:	Matthew Trivett
Contact Number:	020 7783 2509
Contact Email:	matthew.trivett@lond-amb.nhs.uk
Contact 5:	
Role:	Cardiac & Stroke Researcher
Name:	Actively Recruiting

Contact Number:	
Contact Email:	
Contact 6:	
Role:	Research Facilitator
Name:	Actively Recruiting
Contact Number:	
Contact Email:	

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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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 Clinical Audit & Research	1	
Assistant Head of Clinical Audit & Research	1	
Research Manager	1	
R&D Co-ordinator	1	
Cardiac & Stroke Researcher	1	
Research Facilitator	1	
Clinical Audit Manager	1	
Clinical Audit & Research Administrator	1	1 day Research Administrator for SAFER2 project
Trauma Data Officer	1	
Clinical Audit Officer	1	
Clinical Audit Assistant	1	
Stroke Data Officer	1	
Stroke Data Assistant	1	
Cardiac Data Officer	1	
Cardiac Data Assistant	1	
CHD Data Officer	1	
Clinical Audit Facilitator	1	

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.)

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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

The London Ambulance Service NHS Trust Clinical Audit & Research Unit reports to the Clinical Audit & Research Steering Group (CARSG). The CARSG oversees all research activities taking place within the Trust. This group is chaired by the Medical Director of the Trust and includes both internal and external representatives. CARSG reports to the Clinical Quality & Safety Effectiveness Committee.

Governance Structure

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graph LR
    A["Clinical Audit & Research  
Chair: Medical Director"] --> B["Clinical Quality, Safety &  
Effectiveness  
Chair: Medical Director"]
    B --> C["Quality Committee  
Chair: Non-executive  
Director"]
    C --> D["Trust Board  
Chair: Trust Chair"]
  
```

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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
London (NW) Comprehensive Local Research Network (CLRN)	Member Organisation
Thames Stroke Research Network	Member Organisation

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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	Contact Name	Email address	Contact Number
Royal London	Collaboration for the ISRAS study	Dr Patrick Gompertz		
Royal Brompton & Harefield	Collaboration for the DANCE study	Dr Miles Dalby		
East Midlands Ambulance Service	Collaboration for the ASCQI study	Prof. A Niroshan Siriwardena		
Barts & The London	Collaboration for the PARA-SVT study	Prof. Richard Schilling		
Swansea University	Collaboration for the SAFER 2 study	Prof. Helen Snooks		
Kings College London	Collaboration for the PTSD study	Dr Jennifer Wild		
International Academies of Emergency Dispatch	Collaboration for the Identification of Stroke Symptoms in Fallers Study	Tracey Barron		
University of Glamorgan	Collaboration for the Psychosocial Tools Study	Prof. Richard Williams		
Aston University	Collaboration for the QSN Study	Dr Jan Illing		

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.)

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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	
As Participating Organisation	Yes	Yes	Yes	No	Yes	Yes	
As Participant Identification Centre	Yes	Yes	Yes	No	Yes	Yes	

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

Organisation Licences			
Licence Name	Licence Details	Licence Start Date (if applicable)	Licence End Date (if applicable)
Example: Human Tissue Authority Licence			
Not Applicable			

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

Number/notes on General Practitioner (GP) Practices
Not Applicable

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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
<i>Medical Directorate</i>		Medical Director			
<i>A&E Operations</i>		Director of Operations Sector Service			
<i>Control Services</i>		Assistant Director of Operations Control Services			

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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
Legal	In house legal services	Head of Legal Services			
Management Information		Management Information Manager			
Finance	Financial Support for research based activities	Director of Finance & Business Planning			
Department Financial Analyst	Financial Support for research based activities	Financial Analyst			
Information Technology (IM&T)		Director of Information Management			
Human Resources	Support to Research Office for HR issues	Director of Human Resources			
Operations Directorate		Deputy Director of Operations			

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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
Prehospital	Improvement of patient care	Research Manager/ R&D Co-ordinator	caru.enquiries@lond-amb.nhs.uk	
Stroke	Improvement of patient care	Research Manager/ R&D Co-ordinator	caru.enquiries@lond-amb.nhs.uk	
Cardiac	Improvement of patient care	Research Manager/ R&D Co-ordinator	caru.enquiries@lond-amb.nhs.uk	
Mental Health	Improvement of patient care	Research Manager/ R&D Co-ordinator	caru.enquiries@lond-amb.nhs.uk	
Trauma	Improvement of patient care	Research Manager/ R&D Co-ordinator	caru.enquiries@lond-amb.nhs.uk	
Fallers	Improvement of patient care	Research Manager/ R&D Co-ordinator	caru.enquiries@lond-amb.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	Contact Name	Contact Email	Contact Number
National Ambulance Research Steering Group	National Research	Pre-hospital			
Thames Research Network	Stroke Research	Stroke			

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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
Research Conference	Annual internal conference organised to promote research within the LAS	£8,000	annual
Training For Current Staff	All research staff are supported for appropriate training courses		ongoing
Training for Paramedics	All paramedics participating in research studies		ongoing

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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
1	Research Guidance Handbook	This document details the the Trust's Procedure for R&D approval, project monitoring and Final Reports.		

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Information on the processes used for managing Research Passports

Indicate what processes are used for managing Research Passports

The LAS is fully compliant with the NHS HR Good Practice Resource Pack. Applicants are asked to liaise with the substantive employer to complete Version 2 of the Research Passport Form. The completed form and supporting documentation are presented to the NHS organisation for validation. On validation the NHS organisation will issue an HRC or LoA as appropriate for the research. The validated research passport will then be returned to the researcher.

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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

If escalation were required this would be to the Chair of the Clinical Audit & Research Steering Group (Medical Director).

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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 Clinical Audit & Research Unit keep an up to date study profile for each research project the London Ambulance Service is participating in. This is stored on the Trust's network drive.

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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 first point of contact for all research projects is the Clinical Audit and Research Unit. All enquiries should be directed to caru.enquiries@lond-amb.nhs.uk and will be forwarded to the appropriate contact within the Trust accordingly.

Publications are noted in the Clinical Audit and Steering Group meeting minutes and can be supplied on request.