

NIHR Guideline B01

R&D Operational Capability Statement

May 2011

Note: This spreadsheet is protected to help avoid inadvertent changes. However there is no password set so that users can unlock the sheet and edit their own content if required.

Version History

Version number	Valid from	Valid to	Date approved	Approved by	Updated by
Statement 001	01/01/2001	31/01/2001	01/12/2000	<name>	<name>
Statement 002	01/01/2002	31/01/2002	01/12/2001	<name>	<name>

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	Southern Health NHS Foundation Trust
R&D lead / Director (with responsibility for reporting on R&D to the organisation Board)	Dr Shanaya Rathod, Interim Director of Research & Outcomes
R&D office details:	
Name:	Research & Outcomes Department
Address:	Tom Rudd Unit, Moorgreen Hopsital, West End SOUTHAMPTON, SO30 3JB
Contact number:	023 8047 5373
Contact email:	SouthernHealthResearch@southernhealth.nhs.uk
Other relevant information:	
Key contact details e.g. Research governance lead, NHS Permissions signatory contact details	
Contact 1:	
Role:	Research & Outcomes Manager
Name:	Rasha Mechaeil
Contact number:	023 8047 5373
Contact email:	rasha.Mechaeil@southernhealth.nhs.uk
Contact 2:	
Role:	Research & Outcomes Cordinator
Name:	Penny Bartlett
Contact number:	023 8047 5373
Contact email:	Penny.Bartlett@southernhealth.nhs.uk

Add further contacts by selecting and then **copying** the five Excel **rows** (i.e. 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.)

[Go to top of document](#)

--	--	--	--	--

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.)

[Go to top of document](#)

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	No	No	Upon Request	Upon request	Upon request
As participating organisation	Yes	Yes	Yes	Yes	Yes	Yes	Yes
As participant identification centre	Yes	Yes	Yes	Yes	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.)

[Go to top of document](#)

Information on any licences held by the organisation 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			
None			

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.)

[Go to top of document](#)

For organisations with responsibilities for GPs: Information on the practices which are able to conduct research.

Number/notes on General Practitioner (GP) practices
No GP responsibilities. Community healthcare and mental health and learning disabilities only.

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.)

[Go to top of document](#)

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 and other comments
Memory Assessment and Research Centre	Specialist clinical trials unit		Southern.Health.Research@Southernheal	023 8047 5373	
Pharmacy	Research Pharmacist				

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.)

[Go to top of document](#)

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
Research & Outcomes Dept	Research Governance,		Southern.Health.Research@southernhealt		
HR	Honorary Research Contracts				
Finance	Assistance with grant funding applications,				
Statistical Support	applications and funding management				
Information Governance	Data protection				
	NHS permission to proceed authorised signatory				

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.)

[Go to top of document](#)

Organisation R&D interests

Information on the research areas of interest to the organisation (provide detailed or summary information as appropriate).

Organisation R&D areas of interest				
Area of interest	Details	Contact name	Contact email	Contact number
Mental Health and associated disorders	On request to the R&O Office		Southern.Health.Research@southernhealth	023 8047 5373
Learning Disability and associated disorders	On request to the R&O Office			
Community Healthcare	On request to the R&O Office			

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.)

[Go to top of document](#)

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
CLRN	Specialty group	Mental Health	Dr Shanaya Rathod	<i>on request from the R&O Office</i>	
MHRN	Specialty group	Mental Health	Dr Shanaya Rathod	<i>on request from the R&O Office</i>	

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.)

[Go to top of document](#)

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
To develop and support commercial studies	Additional contingency funding from HIOW CLRN	£60k	

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.)

[Go to top of document](#)

Organisation R&D standard operating procedures register

Standard operating procedures				
SOP ref number	SOP title	SOP details	Valid from	Valid to

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.)

[Go to top of document](#)

Information on the processes used for managing research passports.

Indicate what processes are used for managing research passports

On request with Research & Outcomes Office

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.)

[Go to top of document](#)

Information on the agreed escalation process to be used when R&D governance issues cannot be resolved through normal processes.

Escalation process

R&D Governance issues will be escalated to the Director of Research & Outcomes

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.)

[Go to top of document](#)

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 in which they are involved.

Comments

Southern Health R&O Department maintains a databases of all research within the Trust. Details on request to the R&O Office

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.)

[Go to top of document](#)

Other information

For example, where information can be found about the publications and other outcomes of research which key staff have led or have otherwise contributed.

Other information (relevant to the capability of the organisation)

On request to the R&O Office

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.)

[Go to top of document](#)