

## **CONSTITUTION**

The Mental Health Services for Older People Speciality Development Group (MHSOP SDG) hereby resolves to establish a Research Sub-Group. The sub-group is a working -group of the MHSOP SDG and its powers are those specifically delegated in these terms of reference.

## **SHARED VISION**

**We have a shared vision to develop access to, and involvement in, high quality research for all patients, their carers and our staff. This may be in any number of roles e.g. participant, researcher, advisor. We will work to develop an active research culture in the specialty across all staff groups.**

## **KEY OBJECTIVES**

- Maintain a high quality of research in the specialty
- Ensure that research carried out is aligned with specialty priorities
- Ensure that research roles are allocated equitably across localities and professions
- Support staff to increase their research activity and take on new roles
- Increase the number of projects that clients and carers have access to
- Develop good relationships with external bodies such as DeNDRoN to facilitate this process
- Improve access for staff to CPD activities that develop their research skills and confidence

## **MEMBERSHIP**

Membership of the steering group will be reflective of the professional spread of the division and the specialist areas that the research we review requires. It will always include the Senior Clinical Director. This covers:

Psychology: Sarah Dexter-Smith (chair)  
AHPs: Alison Bullock  
Nursing: Kevin Stubbings and Sarah McGeorge  
Psychiatry: Tolu Olusoga (and SCD)  
Pharmacy: Ros Prior  
R&D: Hilary Allan  
Service Development Manager: Sharon Tufnell

We will co-opt other members as needed for specific pieces of work and consultation.

## **QUORUM**

As the function of the group is to review the research that is put forward within the division, the chair will have discretion as to which members must contribute in each case before a specific project is approved or not e.g. in some cases specific medical and pharmacy input is required alongside a general review of the methodology and alignment with the research priorities.

In all cases the opinion of at least three members of the group will be sought before a decision is reached.

## **AUTHORITY**

The Group is authorised by the MHSOP SDG to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any member of staff and all staff are directed to cooperate with any request made by the Group.

## **DUTIES**

Duties of the MHSOP Research Sub-group are to:

### **1. Decide on behalf of the SDG whether research that is proposed:**

#### **A. Fits with the agreed clinical priorities:**

- Risk/ suicide risk assessment
- Age related complexity
- Dementia/ MCI
- Personality disorder
- Severe depression
- Dual diagnosis
- Psychosis
- The relationship between physical and mental ill health (including falls)

#### **B. Meets the following requirements:**

- Research must be of clear value to our client group – the researcher is responsible for clearly articulating this.
- Research must have been approved through trust R&D.
- It must also be part of the clinician's PDP, have time allocated in their job plan and be supported by their locality manager.
- The researcher should have thought about avenues to disseminate the findings.
- There is evidence of meaningful service-user/ carer involvement.
- The methodology is coherent and is likely to answer the research question.
- There is a clear expectation of an outcome that will benefit service users, carers or staff or improve cost-effectiveness of services

#### **C. Is aligned with the following general principles:**

- Exploring the experience of, and impact on, patients and their families of the issue or service in question.
- Exploring the effectiveness of assessment and/ or interventions
- Use of technology to support well being
- Supporting principles of recovery, well being, dignity or person centred care.
- Clear links to existing or potential pathways of care.
- Links with other divisions or partners

- Supporting the provision of support to people whose problems present severe challenge to themselves or others.

2. **Allocate investigators/ collaborators to approved studies.** The process of allocating research from external bodies to individual staff members is outlined in the flow chart at the end of this document.

3. **Maintain a data base of portfolio and non portfolio studies** being carried out in the specialty that is freely accessible.

4. **Work within the Trustwide R&D strategy and governance framework.**

5. **Ensure representation of the group on Trust Research Leaders Group** in order that cross specialty links are supported and collaborative opportunities identified.

#### 6. **Support**

- The development of a group of nurse research champions initially in memory clinics.
- The development of an active PPI group in conjunction with the Trust PPI liaison officer Fiona Bainbridge.
- Staff who wish to develop their skills and confidence in writing for publication or presenting at conferences
- Staff in developing proposals and funding bids for new research projects in collaboration with external (and non NHS) partners

7. **Manage any budget** that is allocated by e.g. NIRH for research activity. This will be done by the entire steering group through review of research activity in each locality and reviewing the most strategic way of using these monies to develop the national portfolio projects in the specialty. The chair will retain the responsibility for overseeing this budget line with finance.

8. **Disseminate outcomes** of research projects approved in the specialty through an A4 summary of results sent out to QUAGs, PPI group and the wider research network. We will also encourage researchers to share their work at conferences including the TEWV research conference.

### **REPORTING ARRANGEMENTS**

The steering group operates mainly through email conversation. The chair (Sarah Dexter-Smith) and the SDM will meet monthly with our R&D link (Hilary Allan) and the chair will meet bi monthly with staff from DeNDRoN and R&D.

Up to date information on the research activity (portfolio and non portfolio) within the division are maintained on the shared drive MHSOP ALL/ Research and Development/ MHSOP Research Group.

The steering group will meet twice a year to review progress. Minutes of these meetings will be kept on the same shared drive.

A quarterly summary report will be provided to MHSOP SDG and to the PPI group.

### **DATE OF REVIEW**

Annual – 12 months following approval by the MHSOP SDG  
Next review required February 2015.

Jan 2014, v1

**Process for allocation of Principal Investigators/Local Collaborators for studies from external bodies such as DeNDRoN**

