

ID	Project name	Project reference	Sub-section number	Sub-section title	Action number	Category of impact	Action details	Information	Lessons learned	Owner name	Last review date	Region
1	INTERACT	SW3 Increasing recruitment in the host Trust	SW3.2	Complete detailed Trust/stakeholder analysis with individuals and groups (current position/future position)	1,2,3	Operational	Create survey for stakeholders to document current and future positions and formulate a work programme.	When it came to implementation of this deliverable it was found that AWP information governance rules would not permit a survey to be distributed to any list of individuals. This deliverable was therefore unable to be completed. In future a list of people who have given consent to be contacted should be identified. The research-interested mailing list or patient advisory panel may be willing to be contacted for advice.	Check organisational information governance policy before undertaking project.	EG	10/09/2012	SW DeNDRoN
2	INTERACT	SW3 Increasing recruitment in the host Trust	SW3.3	Identify barriers to recruitment in the host Trust and agree local solutions.	2	Operational	Create survey to send out to stakeholders to identify barriers and solutions.	As above - unable to conduct survey as set out in delivery plan.	Check organisational information governance policy before undertaking project.	EG	10/09/2012	SW DeNDRoN
3	INTERACT	SW3 Increasing recruitment in the host Trust	SW3.4	Produce Trust/stakeholder engagement/delivery plan.	3	Strategic	Document learning from workshops and consultation to form a delivery plan.	Delivery plan was devised but perhaps limited in scope? Devised solely on the output of a workshop with DeNDRoN staff. No consultation with other AWP stakeholders so perhaps a limited view of the barriers to recruitment within the Trust. In future ensure that a wider range of people are present or consulted.	Ensure wider consultation before start of project and support of Trust Board for top down acceptance.	EG	10/09/2012	SW DeNDRoN
4	INTERACT	SW3 Increasing recruitment in the host Trust	SW3.5	Undertake and implement stakeholder engagement/delivery plans	2,3,7	Operational	Tasks for host Trust R&D dept	A specific person should be identified to action tasks. These tasks have not yet been completed as staff changes have meant no R&D manager is currently in post.	Employ experts to do developmental work.	EG	10/09/2012	SW DeNDRoN
5	INTERACT	SW3 Increasing recruitment in the host Trust	SW3.5	Undertake and implement stakeholder engagement/delivery plans	17	Operational	Use BEST in MH project enquirer details to contact about research	Information governance issues restrict who can be contacted. Important to get consent for people who might be useful contacts - otherwise they cannot be contacted.	Check organisational information governance policy before undertaking project.	EG	10/09/2012	SW DeNDRoN
6	INTERACT	SW3 Increasing recruitment in the host Trust	SW3.5	Undertake and implement stakeholder engagement/delivery plans	27	Strategic	Engage with Primary Care Liaison Team	Service redesign and changes in commissioning have led to major alterations in how teams and services work. It is important to keep abreast of these changes and to link in with relevant teams. The PCLT is undergoing redesign and as yet it is unclear if it would be useful for DeNDRoN to link in with them.		EG	10/09/2012	SW DeNDRoN

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7	INTERACT	SW3 Increasing recruitment in the host Trust	SW3.5	Undertake and implement stakeholder engagement/delivery plans	32	Operational	Attend memory cafes	Memory cafes can be difficult. Attendees have a wide range of cognitive functioning that can mean presentations are difficult to pitch or even inappropriate. Informal conversations with attendees can avoid this but more time-consuming and can make attendance at such cafes an inefficient means of recruiting. Many of those that attend do so with carers and are at a stage in their illness that renders them unable to discuss research opportunities and the carers are often there for personal support rather than looking for research. Careful consideration should be given to attending memory cafes for these reasons. Support groups for other disease areas, such as PD, don't seem to involve as many of these difficulties.		EG	10/09/2012	SW DeNDRoN
8	INTERACT	SW3 Increasing recruitment in the host Trust	SW3.5	Undertake and implement stakeholder engagement/delivery plans	All	Operational		It is difficult to evaluate the efficacy of different measures and actions undertaken. For example, distributing leaflets to libraries and promoting the network is thought to be a good method of raising awareness, but there is no way of finding out what methods are most effective. Consideration should be given to adding a question on the DeNDRoN website where contact details can be left, asking where they had heard of DeNDRoN. Perhaps also a section on the leaflet reply slip?		EG	10/09/2012	SW DeNDRoN
9	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	Feedback from Academic Trainee's meeting 08/02/12	Make the focus of the presentation <i>how</i> they can get involved with practical examples. Ensure that all speakers kept to time to allow full conversation about DeNDRoN opportunities.	Make the focus of the presentation <i>how</i> they can get involved with practical examples. Ensure that all speakers kept to time to allow full conversation about DeNDRoN opportunities.	KF	08/02/2012	SW DeNDRoN

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10	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	Foundation Trust Event 01/03/12	People are genuinely interested in the research going on and want to find out more about outcomes of trials going on in the area. Access to both staff, service users and members of the public.	Include service user representative that has had experience of a trial/research involvement.	KF	01/03/2012	SW DeNDRoN
12	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	Trust Induction	Opportunity to raise profile with all staff within trust (admin/cleaners/health professionals/managers) as anyone could be asked about research opportunities and need to signpost. Made contact with a wide range of clinicians that work throughout the trust.	Provide each table with a pack of information but carry extra packs for people that are interested. Not very sensitive method, needs to be supported with targeted information specific to individual teams. It would be good to get a presentation slot rather than ad hoc chat.	KF	05/03/2012	SW DeNDRoN
13	INTERACT	SW3 Increasing recruitment in the host Trust				Strategic	Meeting with Dr C	To use AWP R&D funding for Specialist Doctors time to diagnose 200 people on Bristol Memory Service Waiting List. During this process each person will be pre-screened for SW-DeNDRoN research studies. Without this process occurring we do not have access to these potential recruits and without a diagnosis they cannot be put forward as potential participants. This will also enable these staff to complete GCP Training.	Support clinicians to apply for RCF funding for clinical backfill so they can undertake research.	KF	07/03/2012	SW DeNDRoN
14	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	Front Page of Ourspace	Picture from Foundation Trust Event on front page of our space for a week. Should continue to take opportunities as they arise	Ensure support from Communications dept for events.	KF	11/03/2012	SW DeNDRoN

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15	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	Meeting with KRC Team	Opportunity to get good understanding of the work they are doing/current pressures/recruitment. Information sharing and developing idea's of how we can all work together to increase recruitment and continue to work with clinicians throughout AWP. .	Book more regular meetings to keep up to date and develop working relationships.	KF	14/03/2012	SW DeNDRoN
16	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	Bath & North East Somerset CMHT	Opportunity to raise profile with staff within trust . The CMHT structure is changing and all caseloads have risk/complex needs plus are often in the severe AD category which means they are unlikely to be eligible for studies.	Book more regular meetings to keep up to date and develop working relationships.	KF	20/03/2012	SW DeNDRoN
17	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	Splash Pages on Ourspace	Next time we could write a more informative (mini-education/CPD opportunity) on current national drivers for dementia research with links to the papers/research-funding opportunities, how to get involved! Then maybe the next one could be on a specific study if recruitment is low.	Have new topics to communicate to keep news fresh.	KF	01/03/2012	SW DeNDRoN
18	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	Trainee Doctors Induction - Chippenham	At this point in time the medics are newly qualified and new to psychiatry. They are not in a position to be taking on PI/Local collaborator roles but are in a great position to spread the word about research opportunities if service users/staff show interest.	Focus the talk on what we are doing to raise awareness.	KF	05/04/2012	SW DeNDRoN
19	INTERACT	SW3 Increasing recruitment in the host Trust				Strategic	Academic Trainee's Meeting	EO'M suggested that all trainee Doctors have a day/week set aside for research but that this wasn't used to its potential.	Develop a clear pathway for trainee doctors to access research opportunities and be supported to be PI/Local Collaborators.	KF	18/04/2012	SW DeNDRoN
20	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	Memory Service Team Training Day	E-mailed Carron Greenland re feedback on any changes to presentation etc. It would be excellent to have KRC along for a joint presentation. Possibly use this an opportunity to do some learning/education on research methods/recent literature.	Ensure there is a seamless approach to meetings and share presentation slots with other researchers in the Trust for better coverage.	KF	03/05/2012	SW DeNDRoN

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21	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	Dementia Awareness Week Ourspace advert	Piece was linked to the calendar rather than being on the newsfeed so was less visible and potentially resulted in a smaller increase in people accessing the DeNDRoN pages than the previous splash page advert.	Important to have our adverts as a high priority.	DA	26/05/2012	SW DeNDRoN
22	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	BPS Psychology Specialists Working with Older People (PSIGE) Conference	Event was the Annual Conference of the PSIGE so most people were out of area – perhaps take more national DeNDRoN information.	Ensure events attended are relevant and a good use of time.	EG	15/06/2012	SW DeNDRoN
23	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	SpR Educational Event (SpREE) for trainee and consultant psychiatrists	Networking with each other rather than looking at the research information.	Leave information on tables in main hall as the delegates didn't stop to look at the stall.	EG	20/06/2012	SW DeNDRoN
24	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	Trust induction	DeNDRoN is not relevant for all new starters, but the generic R&D leaflet with details of DeNDRoN, MHRN and BEST would be useful. Giving one per person might mean that they take more ownership of it and read it later, rather than a couple being left on the table. Covering the lunchtime slot meant that people were eating, chatting to one another and having a break and talking to them about research during this time felt a little intrusive.	Provide an information sheet for every attendee.	EG	02/07/2012	SW DeNDRoN
25	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	Chippenham Memory Café	Attended memory café to raise awareness of research opportunities for patients and carers and also distributed the consultation survey. The organiser had spoken to one attendee prior to the event who was keen to chat with me. It would be really useful if future organisers could mention that someone is coming to discuss research and to get an idea of who might be interested. Otherwise it was difficult to approach people and interrupt their conversations. They seem to attend for mutual support and although interested in what I was saying, some said that it was too late for them and the disease had progressed too far (in their loved ones).	Ensure events attended are relevant and a good use of time. Discuss with organisers before attending, nature of audience.	EG	05/07/2012	SW DeNDRoN

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26	INTERACT	SW3 Increasing recruitment in the host Trust				Operational	Neurological Conditions Stakeholder Event, Devizes	At the event, the stand was given a corner of the room away from seating, doors and food so people did not pass it. It was also on a low coffee table to was not noticeable. I took information to the tables at the lunchtime slot but few people seemed to be interested. Very little interest from those attending – there were not really any other stands there so perhaps people weren't expecting/didn't notice the stands. The day also ran over significantly in the morning so people were probably more interested in lunch!	Have a presentation slot rather than a stand and if possible have the stand in a more prominent position.	EG	03/08/2012	SW DeNDRoN
27						Operational	Hanham Memory Cafe	Some people were very enthusiastic and interested, others were almost hostile. It was a quiet event as just after summer bank holiday.	More success may be achieved by attending a busier event.	EG & DA	28/08/2012	SW DeNDRoN
28						Operational	Trust induction, Chippenham	DeNDRoN is not relevant for all new starters, but the generic R&D leaflet with details of DeNDRoN, MHRN and BEST would be useful. Giving one per person might mean that they take more ownership of it and read it later, rather than a couple being left on the table. Covering the lunchtime slot meant that people were eating, chatting to one another and having a break and talking to them about research during this time felt a little intrusive.	Provide an information sheet for every attendee	EG	03/08/2012	SW DeNDRoN