

Project Initiation Document (PID)

Project Title: EA3		Sponsor: Adam Smith Dendron CC	Objective No:
Project Definition	Develop a plan to enable complete research integration with care in NSFT.		
Project Benefits	<ul style="list-style-type: none"> • Creates a template which can be utilised by other Trusts. • Changes culture • Patients of NSFT are routinely offered the opportunity to engage in research. • All Patients are offered the opportunity to engage in research as a routine part of their care. • DeNDRoN supported at all levels by Trust staff • Facilitates efficient recruitment into studies 		
Project Objectives	<ul style="list-style-type: none"> • Systems developed to embed research into care pathways • Structures developed to enable the systems to work. • Raise profile of research at levels in Trust (from patients to CEO) 		
Project Deliverables	<ul style="list-style-type: none"> • Research integration plan • Care pathways identified – service mapped • Pre-implementation status audited. • Agreement to proceed with the developed project plan granted by CEO and MD 		
This project will include		This project will not include	
Implementation plan options development NSFT only Patients and staff		Implementation of plan Other Trusts (including primary care) VO's	

Success Criteria	Approved plan options developed – includes communication plan - includes care pathways Pre implementation survey Communications plan		
Method	<ul style="list-style-type: none"> • Seek engagement of people listed as board, team and consultants • CEO and MD and Chairmen already agreed – need to inform of plan for taking this forward (create Gantt chart) • Team to create a high level map of the core research integration plan development process – to present at first project board. • Use action sheet with CG and RW 		
Constraints	<ul style="list-style-type: none"> • Need March date to present team plan to CEO and MD (30 minutes Andrew and Ann) • April date for 1st project board • June date for 2nd project board • August date for 3rd project board 		
Key assumptions	Last week February/1 st or 2 nd week March – meet with team - develop communication plan - identify stakeholders (champions/blockers) People chosen will engage People will take ownership		
Impact on existing systems	This work will have to be scheduled to fit in with the day-job None anticipated to impact on Trust this project however, implementation of the plan will have an impact.		
Project Manager	Ann Luck		
Project Board (Steering Group)	Andrew Tarbuck (Chair) Ann Luck Jonathan Wilson Roz Brooks / Michele Allott Patient Representative (Shirley MacMeekar) Richard Green ICT rep Informatics rep (Kevin Brown)	Project team	Ann Luck (Chair) Ralph Woodcock Carolyn Garrett Andrew Tarbuck Consultants Adam Smith Natasha Bonnie Teague Debra Hart David Zelos Kevin Brown Sharon Wood Kathryn Betts Hugo DeWaal
Budget			
Resources Time and space for meetings	Fixed costs No budget. Tea and Coffee. PPI expenses.		
Start date 1 st February 2012	Completion Date 30 th September 2012		
Approval from sponsor	Date 16 th February 2012		
Approval from project manager	Date 1 st February 2012		

Draft Implementation Plan

Tasks

1. Pre-implementation survey of research awareness in clinical staff caring for People with Dementia (PwD).
2. Trust requirements for research awareness of staff caring for (PwD) included in R&D presentation at new staff inductions.
3. All clinical staff caring for PwD to be required to develop research awareness to a minimum of level 1 – this will be implemented via clinical supervision.
4. Staff appraisal system to document research awareness level attained by staff caring for PwD.
5. Implementation of communications strategy.
6. Development of a dementia research register for those PwD providing prospective consent to be approached by DeNDRoN East Anglia about research participation.
7. Admission packs for PwD to include a leaflet enabling recipients to register their interest in research.
8. Data protection forms to be revised to include consent from PwD to be approached about research participation.
9. Post implementation survey.

Budget

£27,000 ring fenced from DeNDRoN East Anglia network Research Capability Funding (nRCF) to be utilised before 31st March 2013.

Resources

Support from DeNDRoN Coordinating Centre for register development – if chosen as a RAFT early implementer site Trust will receive additional guidance and funding.

Risks

Project implementation and success dependent upon Trust staff engagement.