

CLAHRC Executive Group Meeting Minutes

Collaboration for Leadership in Applied Health Research and Care

Thursday 17th July 2014 (11.00 – 12.30)
NDPCHS, New Radcliffe House, Walton Street, Jericho, OX2 6NW

Chair: Prof Richard Hobbs

Attendees		
	Alex Gardiner – AG	Richard McManus – RMcM
	Belinda Lennox – BL	Sian Rees – SR
	Michael Sharpe - MS	Sue Davolls -SDa
	Raymond Fitzpatrick – RF	Sue Dopson - SD
	Richard Hobbs – RH	Carla Betts – CB (minutes)

Item	Subject	Action	Progress	✓
1.	Introductions and Apologies			
	Introductions were made by all. Apologies were received from Bill Wells (BW), Chandi Ratnatunga (CR), John Geddes (JG) and Sallie Lamb (SL).	Noted.		
2.	Minutes			
	The CLAHRC Executive minutes dated the 3 rd June 2014 were agreed as accurate. Scientific Advisory Board (SAB) RH updated the Executive group on the status of the SAB. William Burns (chair) and Dietrich Grobbee have both confirmed their involvement on the CLAHRC SAB. SR has contacted Lester Firkins and is awaiting a response. We are hoping to schedule the first SAB meeting the day before the Stakeholder Symposium in December which is being held on 11 th December.	Noted.		
3.	Finance			
	Matched Funding AG to make contact with each of the theme leads for additional information on allocating more matched funding costs, e.g. department overheads and support staff for each of the themes. Matched Funding Letters <ul style="list-style-type: none"> AG stated that the letters to the matched funders confirming the matched funding will be sent out soon. Tls are requested to be prepared to confirm some of the detailing within the letters. These letters will state that the matched funders are happy to continue at the same level of matched funding. At the last Executive meeting the board agreed that we will assume that everything is going ahead as planned with the agreed matched funding, unless we hear otherwise. Main Contract <ul style="list-style-type: none"> AG stated that the main contract is in the last stages of completion. There was discussion around possible conflict of interest on who should sign the contract. The Executive board suggested that AG has visibility and approves it verbally and BWs signs it off officially. 	AG/TL's AG/CB AG/BW		

4. Update from each Theme Lead			
	<p>Full theme updates can be provided separately, if requested.</p> <p>Theme 1 (Professor John Geddes) Early Intervention and Service Redesign across organisational boundaries</p> <ul style="list-style-type: none"> • Early intervention in psychosis • Dementia care homes <ul style="list-style-type: none"> - Early stage of development - Initial meeting with SR and HERG • EMU <ul style="list-style-type: none"> - BL stated that there has been quite a lot of political pressure to provide answers from the EMU high profile project and so far a holding statement has had to be issued. - The theme are looking to recruit a Post-Doc Statistician in the Department of Psychiatry (jointly working with JG and Sasha Shepperd and linked to Mike Dennis). The job description has been finalised and will be advertised shortly. - There is also a proposal qualitative ethnographic work on this project which will be undertaken by Margaret Glogowska working with Dan Lasserson. <p>RH and the team agreed that the EMU project is extremely important in the success of the CLAHRC. It was suggested to look at routinely collected data as a basis for evaluating success.</p> <p>It was suggested to hold a planning session around the EMU project. BL to discuss with Dan Lasserson.</p> <p>Theme 2 (Professor Sallie Lamb) Health behaviours and behavioural interventions</p> <ul style="list-style-type: none"> - All projects are on schedule. A previous modification to the NHS Health Checks was provided in the last update. - Members of the group attended the dementia meeting for the CLAHRC. - Alana Morris will be starting in August, and one of her roles will be to co-ordinate the CLARHC activity within the theme. - In terms of finance, SL is awaiting the outcome of an NIHR programme grant which will support work in a closely related area (low back pain and exercise). - PPI is functioning well at a project level (very satisfactory working with Sian). SL will look to see how to enhance PPI more generally within the theme over the next 6 months. - SL is making investments in the trial administration team and unit to ensure we can work with several CLAHRC collaborators who want to develop new pragmatic trials in the field of exercise and physical activity. - Currently in the process of recruiting a post-doctoral researcher who has experience in implementation. <p>Outputs</p> <ul style="list-style-type: none"> - Publication accepted in the Lancet, and will appear later this year: Strengthening and Stretching Exercise for Rheumatoid Arthritis of the Hand. This intervention was an effective supplement to a range of drug regimens, demonstrating added benefit in terms of functioning of the hand and disability. Previous studies have highlight how many drug regimes, including anti-tnfs produce reductions in inflammation and pain, but limited impact on hand function. The addition of hand exercises is 	Noted.	
		BL	

	<p>cheap and reasonably easy to implement. We will likely select implementation of this intervention as a case study for future parts of our work programme for the CLAHRC, although it is not included in the specification of work in the first two years.</p> <ul style="list-style-type: none"> - Other publications have been submitted in this time frame, and in the Autumn SL has a series of presentations of the Back Skills Training trial implementation studies at the International Forum for Low Back Pain Research. Early experiences of our dementia work will be presented at the Chartered Society of Physiotherapy Congress in the autumn. - SDa to send AG the publications when ready <p>Theme 3 (Professor Ray Fitzpatrick) Patient experience and patient reported outcomes: assessment and impact on services</p> <ul style="list-style-type: none"> - Projects PROM for LTCs and PROMs and PREMs Implementation are both on target and already have research ethics approval but are seeking governance approval from NW London. - RF met with Nicola Small and other NDPCHS colleagues regarding the start-up of project three (Impact of patient experience on health economy). A new appointment is still to be made. <p>Outputs</p> <ul style="list-style-type: none"> - Presentation on the 8th July to DH and NHS England analysts and policy leads at Wellington House, telecast to Richmond House and Quarry House in Leeds. RF stated that there was a lot of encouragement about our plans on PROMs, outcomes and LTCs. <p>Theme 4 (Professor Michael Sharpe) Better management of psychiatric comorbidity in the medically ill: developing integrated care</p> <ul style="list-style-type: none"> - All four projects are on schedule. Diabetes and depression has produced an output to be written up but the project itself will stop. - MS has been shortlisted for RCPsych Psychiatrist of the year and matched funded team for Psychiatric Team of the Year. It was agreed that information like this should be included on the CLAHRC website. - Post-doctoral researcher appointed. JW to email AG name and details. - Clinical researcher posts advertised. - Finances are on target. - Matched funding from OUHT and OHFT substantially greater than theme budget and likely to increase substantially with investment by Trusts. - Lay member of research team identified. - MS stated that they are working on proofs for three Lancet journals over the next month - MS stated that this theme can provide more Charity (Sobell House) & NHS matched funding if needed <p>Theme 5 (Professor Richard McManus) Optimising the health of people at risk of or with chronic disease through self-management</p> <ul style="list-style-type: none"> - All projects and the Obesity DPhil are on schedule - The DPhils for Self-management COPD and Risk in type 2 Diabetes which were advertised late due to university delay in agreement of matched 	SDa		
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	<p>funding are to be rolled over to next year. RMcM noted that this will have little impact on NIHR budget as they are mostly funded through matched funding.</p> <ul style="list-style-type: none"> - An additional studentship (Alex Cairns) for the Self-management in pregnancy study is going well and progressing to permissions. We are arranging external peer review of the protocol to ensure that the study receives adequate scrutiny. Self-management in practice protocol development in place. - PPI in place in individual projects and developing for theme as a whole. - It was noted that Paul Aveyard who supervising a DPhil CLAHRC project is currently involved in a BBC programme with an air date expected for January 2015. The DPhil project is linked to the programme and participants will be recruited to the project through the programme website (to be developed by Lionel Tarrassenko). This will be a CLAHRC output cannot be publicised until the programme airs in January 2015. AG to follow up with PA. <p><u>Developing Research Capacity in Dementia Care Programme bid</u></p> <p>There was discussion around the Dementia bid and AG highlighted that if successful then the CLAHRC funding will only cover £100k (roughly 50% of the total 3 studentships). It was agreed that AG will notify the applicants by email as soon as possible that the funding is only for £100k and that it will not be topped up from the CLAHRC, in order for the applicant to make an informed decision, if successful.</p> <p><u>Early outputs</u></p> <p>It was suggested that a methods paper for each of the studies would be written up as a minimum for each theme, including systematic reviews and protocols.</p> <p><u>NIHR acknowledgments guidelines</u></p> <p>AG reminded the group about the importance of the NIHR acknowledgement guidelines.</p> <p>The NIHR have requested to be sent;</p> <ul style="list-style-type: none"> - Publications – 28 days in advance for approval (copy in AG) - Press releases – 14 days in advance for approval (copy in DRD/AG) <p>Publications and press releases can also only be counted as outputs if the NIHR acknowledgement paragraph is included in the text as outlined in the NIHR branding guidance document.</p> <p>CB to circulate the NIHR CLAHRC Oxford guidelines again to all as a reminder.</p>	<p>AG</p> <p>AG</p> <p>All</p> <p>CB/ All</p>		
<p>5.</p>	<p>Communications update</p>			
	<p><u>Communications Strategy</u></p> <p>The CLAHRC Communications strategy is currently being developed by DRD/AG. DRD will be in contact with the TLs to arrange a convenient time to get suggestions and feedback on the proposed strategy.</p> <p><u>Website</u></p> <ul style="list-style-type: none"> • It was requested that any amendments, additional copy and other useful information for the website is sent to CB/AG/DRD • Videos of each theme leads are in development and will be up on the website soon 	<p>All</p>		

The Oxford CLAHRC comprises a new collaboration of world leading applied health researchers.

	<ul style="list-style-type: none"> • CLAHRC Outputs to be included on the site; <ul style="list-style-type: none"> - MS shortlisted for RCPsych Psychiatrist of the year and matched funded team for Psychiatric Team of the Year (News article) <p>Events National CLAHRC Workshop: Chronic Diseases and Integrated Care Wednesday 15 October, Birmingham.</p> <p>Aim of the workshop:</p> <ul style="list-style-type: none"> • To share what CLAHRCs are doing in the area of chronic diseases and integrated care • Look for opportunities for collaboration • Share challenges and methodological issues <p>Attending delegates are invited to speak for 10 minutes on their programme of work. Three delegates per CLAHRC are invited to attend.</p> <p>Following discussion it was agreed that AG / MS and RF would attend. CB has registered attendance.</p>	AG/MS/ RF		
6. PPI update				
	<p><u>PPI Coordinator</u></p> <ul style="list-style-type: none"> • There had been a delay in appointment of PPI coordinator due to the JD needing to be rewritten so that it could be regraded from a 6 to a 7. • The PPI Coordinator post can be found here on the University webpage. • Interviews are scheduled to take place on Tuesday 16th September. • SR stated that this appointment will be key component to the appointment process and support of those lay appointments for the management board. <p><u>Other PPI websites</u></p> <ul style="list-style-type: none"> • SR stated that the CRN, BRC, UKCTG are all developing their websites in terms of PPI. • Researcher and patient joint training was suggested. <p>RH suggested producing a flyer for the CLAHRC and department for recruiting patient volunteers in a postcard format which can be returned to the CLAHRC office freepost.</p>	SR		
7. Training and Development				
	<p>There was discussion and clarification around the training and development that is funded through Theme 1 and lead by the Said Business School (SBS).</p> <p>SBS (SD) section in the original application outlined that the CLAHRC would aim to facilitate and stimulate research capacity development across the partner organisations in order to achieve self-sustaining capacity.</p> <p>The SBS (SD) with SR have been looking at developing a bespoke education package focussed on knowledge mobilisation. This package will be developed and tailored towards the needs of the themes and the CLAHRC as a whole.</p> <p>Learning sets will be developed at a theme level to include senior clinicians and managers to enhance knowledge translation. The approach will be based on action learning, including live cases, workplace based projects, scenarios, workshops and simulation to ensure the engagement of participants and the translation of learning into practice. The training will also primarily focus around organisational change.</p> <p>SD and SR have circulated a short questionnaire to the team to find out what sorts of</p>			

	<p>activates/topics would be of interest. 9 responses have been received so far.</p> <p>It was agreed that the overview of training and development needs of research leads would be circulated and carried over to the next agenda. CB to include.</p> <p>The closing date for the Senior Researcher post was last week.</p> <p>It was noted that Professor Louise Fitzgerald (visiting Professor at SBS) will be working with SD/SR and the new appointed Senior Researcher on developing the wider training within the CLAHRC.</p>	SD/SR /CB		
8.	AHSN update			
	<p>BL stated that she attended the recent AHSN R&D meeting and that it was well represented by university providers and trusts.</p>	Noted.		
9.	Any Other Business			
	<p><u>NIHR Infrastructure Training Lead</u></p> <ul style="list-style-type: none"> MS was happy to continue in his role of training lead within the Executive Group. It was suggested that Prof Chris Pugh (Director, OU Clinical Academic Graduate School) is invited to an Executive meeting for a discussion on training and development. It was agreed that it is important to clarify the remit of the CLAHRC for training and development. AG to seek advice from Georgina Fletcher. <p><u>Show & Tell and Directors Meeting (25-26 Sept 2014)</u></p> <p>BL and AG requested examples of exemplary projects that we would like to showcase or collaborate with other CLAHRCs.</p> <p>It was agreed that the BL/AG will showcase the EMU and PROMS projects at the next CLAHRC Director's meeting. RF and Dan Lasserson to send a maximum of 3 slides and to AG/BL ahead of the September meeting date.</p> <p><u>CLAHRC In practice clinical fellowships</u></p> <ul style="list-style-type: none"> It was agreed that the deadline was too short for this year to advertise. 6 posts linked through the AHSN/MRC that aimed at full time NHS employees that are nationally funded for one day a week. AG to speak to Carl Heneghan about fund through a similar scheme next year. <p><u>MHRA App Guidance</u></p> <p>AG to circulate the MHRA guidance on medical device stand-alone software sent to us by NOCRI. This also includes information on medical apps.</p> <p><u>NIHR NOCRI Review</u></p> <p>RH announced that our first assessment by the NIHR, DH, CCF and NOCRI on the 1st July 2014 was generally very positive and that they were impressed with where we were. There was a discussion on the feedback of the original application being low on implementation and that a difference of opinion on what constitutes implementation research. It was noted that funding can only be used to evaluate implementation.</p> <p>There was discussion around industry and the importance of being able to report this.</p> <ul style="list-style-type: none"> It was noted that Nick Scott-Ram (Director of Commercial Development in 	CB AG RF/BL/ AG AG AG		

NIHR Oxford CLAHRC

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	the Oxford AHSN) is involved in this discussion - RF is currently developing a model that will be free for the NHS. - RH suggested that AG meets with Ann Van den Bruel to discuss DEC	AG		
10.	Date of Next Meeting			
	The next Executive Group meeting has been scheduled for Tuesday 9th September (14.00 – 15.30) at New Radcliffe House.	All		