

NIHR Guideline B01

R&D Operational Capability Statement

Version History

Version number	Valid from	Valid to	Date approved	Approved by	Updated by
RDOCS 001	01/03/2011	01/03/2012		SLaM Board	Gill Dale
RDOCS 002					

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Organisation R&D Management Arrangements

Information on key contacts

Organisation Details	
Name of Organisation	South London and Maudsley NHS Foundation Trust (SLaM)
R&D Lead / Director (with responsibility for reporting on R&D to the Organisation Board)	Professor Tom Craig
Key Contact Details e.g. Research Governance Lead, NHS Permissions Signatory contact details	
Contact 1:	
Role:	Director of Research Quality / Head of Joint R&D Office of the South London and Maudsley NHS Foundation Trust and Institute of Psychiatry (King's College London)
Name:	Dr Gill Dale
Contact Number:	020 7848 0675
Contact Email:	gill.dale@kcl.ac.uk
Contact 2:	
Role:	R&D Governance and Delivery Manager
Name:	Jenny Liebscher
Contact Number:	020 7848 0251
Contact Email:	jennifer.liebscher@kcl.ac.uk

Add further lines as required

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Information on staffing of the R&D Office

R&D Team		
R&D Office Roles (e.g. Governance, Contracts, etc)	Whole Time Equivalent	Comments indicate if part time/full time/shared/joint etc
Director of Research Quality / Head of Joint R&D Office	1	Jointly funded and joint role between NHS Trust and university
R&D Governance and Delivery Manager	1	
R&D Funding Manager	1	
R&D Administrator	1	Jointly funded and joint role between NHS Trust and university
Biomedical Research Centre Manager	1	

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Information on reporting structure in organisation (include information on any relevant committees, for example, a Clinical Research Board / Research Committee / Steering Committee.)

Reporting Structures
The Director of Research Quality is Head of the Joint R&D Office of the South London and Maudsley NHS Trust (SLaM) and the Institute of Psychiatry (IoP), King's College London and reports jointly to the R&D Director of SLaM and the IoP Vice Dean (Research). For the Trust the R&D Director has a direct reporting line to the Trust Chief Executive and Trust Board of Directors. All staff within the R&D Office report to the Director of Research Quality with the exception of the Biomedical Research Centre (BRC) Manager who reports to the Director of the BRC. SLaM R&D Strategy Team strategically plans and co-ordinates the R&D activities of the Trust.

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Information on Research Networks supporting/working with the Organisation.

Information on how the Organisation works with the Comprehensive Local Research Network (CLRN), Primary Care Research Network (PCRN), Topic Specific Clinical Research Networks (TCRN)

Research Networks	
Research Network (name/location)	Role/relationship of the Research Network eg host Organisation
London South CLRN	Member organisation
Mental Health Research Network (MHRN)	SLaM hosts the South London and South East MHRN Hub; Institute of Psychiatry is joint host of MHRN nationally with University of Manchester

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Information on collaborations and partnerships for research activity (e.g. BRC, BRU, Other NHS Organisations, Higher Education Institutes, Industry)

Current Collaborations / Partnerships				
Organisation Name	Details of Collaboration / Partnership (eg University/Organisation Joint Office, external provider of pathology services to Organisation, etc, effective dates)	Contact Name	Email address	Contact Number
King's Health Partners	Partner within Academic Health Sciences Centre www.kingshealthpartners.org	Zoe Lelliott	zoe.elliott@nhs.net	
King's College London	Co-Partner within King's Health Partners	Keith Brennan	keith.brennan@kcl.ac.uk	
Guy's and St Thomas's NHS Foundation Trust	Co-Partner within King's Health Partners	Kate Blake	kate.blake@gstt.nhs.uk	
King's College Hospital NHS Foundation Trust	Co-Partner within King's Health Partners and external provider of Pathology Services	Zoe Lelliott	zoe.elliott@nhs.net	

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Organisation Licences			

	NHS Hospital Pharmacy				



Area of Interest	Details	Contact Name	Contact Email	Contact Number
Mental Health: SLaM/IoP Clinical Academic Groups: Child & Adolescent; Addictions; Mental Health of Older Adults and Dementia; Psychosis; Mood, Anxiety and Personality Disorder; Psychological Medicine; Behavioural & Developmental	Broad portfolio from basic research, through translational research to applied and health services research.	Gill Dale	gill.dale@kcl.ac.uk	020 7848 0675
Mental Health - translational research	Translational research within the NIHR specialist Biomedical Research Centre for Mental Health which includes key core facilities including the Nucleus which brings together specialists in bioinformatics, statistics, biobanking and neuroimaging; also a proteomics facility. http://www.slam.nhs.uk/about-us/biomedical-research-centre/brc-home.aspx	Saliha Afzal	saliha.afzal@kcl.ac.uk	020 7848 5485

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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

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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
Clinical Research Facility	Under construction: Clinical Research Facility for experimental medicine, funded by the Wellcome Trust, Wolfson Foundation and Department of Health. On King's Denmark Hill campus.		Spring 2011

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Organisation R&D Standard Operating Procedures Register

The Joint SLaM/IoP Office is currently aligning its existing Standard Operating Procedures and practices with the NIHR RSS format. The following Standard Operating Procedures are in progress

Standard Operating Procedures					
SOP Ref Number	SOP Title	SOP Details	Valid from	Valid to	
R&DO-CS-V1	Manage R&D Operational Capability Statement	Describes the procedures the Joint SLaM/IoP R&D Office uses when managing the content of the R&D Operational Capability Statement	in progress		
SOPs where SLaM / King's College London (Institute of Psychiatry) is Sponsor					
R&DO-S02-V1	Confirm Study Definition	Describes the process by which the Joint SLaM/IoP R&D Office confirms the categorisation of a Study	in progress		
R&DO-S03-V1	Ensure Study Protocol is Managed	Describes the procedures which the Joint SLaM/IoP R&D Office follows to ensure the Study protocol is managed by the Senior Investigator	in progress		
R&DO-S04-V1	Ensure Study Funding and Approvals are Managed	Describes the procedures the R&D Office follows when ensuring study funding and approvals are confirmed	in progress		
R&DO-S05-V1	Manage Study Sponsoring Assessment and Planning Tool	Describes the procedures which the Joint SLaM/IoP R&D Office follows when completing a quick assessment using the Study Sponsor Planning Tool	in progress		
R&DO-S06-V1	Give Decision on Sponsoring	Describes the procedures which the Joint SLaM/IoP R&D Office follows in order to give a sponsoring decision to the Investigator	in progress		
R&DO-S07-V1	Provide and Manage External Agreements	Describes the procedures which the Joint SLaM/IoP R&D Office uses when providing and managing agreements with external parties	in progress		

R&DO-S08-V1	Ensure NHS Permission is Received by the Chief Investigator	Describes the procedures which the Joint SLaM/loP R&D Office uses to ensure that the sponsor and Chief Investigator has been notified when NHS Permission is given by a Participating Organisation	in progress		
R&DO-S09-V1	Ensure Study Oversight	Describes the procedures which the Joint SLaM/loP R&D Office uses when overseeing a Study throughout the Study period	in progress		
R&DO-S010-V1	Ensure Study Closedown is Managed	Describes the procedures which the Joint SLaM/loP R&D Office uses to confirm that a Study has been closed appropriately	in progress		
The Joint SLaM/loP R&D office sponsorship SOPs do not apply to clinical trials of investigative medicinal products or commercial research. These studies are managed by the Joint Clinical Trials Office (JCTO) which has its own SOPs: http://www.jcto.co.uk/SOP/SOP.html					
R&D SOPs (all studies taking place within SLaM)					
R&DO-P02-V1	Manage Study Participating Planning Tool	Describes the procedures the Joint SLaM/loP R&D Office uses when completing a quick assessment using the Participating Organisation Study Planning Tool	in progress		
R&DO-P03-V1	Confirm Study Approvals	Describes the procedures which the Joint SLaM/loP R&D Office uses when confirming has confirmed the necessary R&D approvals for the study have been obtained (as a precursor to giving NHS Permission).	in progress		
R&DO-P04-V1	Setup and Control External Agreements	Describes the procedures which the Joint SLaM/loP R&D Office uses when setting up and controlling External Agreements prior to Study start	in progress		
R&DO-P05-V1	Setup and Control Internal Agreements	Describes the procedures the Joint SLaM/loP R&D Office uses when setting up and controlling Internal Agreements with services and staff within SLaM prior to Study start.	in progress		
R&DO-P06-V1	Setup and Control Study Processes	Describes the procedures which the Joint SLaM/loP R&D Office uses when setting up and controlling Study processes	in progress		
R&DO-P07-V1	Give NHS Permission	Describes the procedures which the Joint SLaM/loP R&D Office uses in order to issue NHS Permission on behalf of SLaM as a participating organisation.	in progress		
R&DO-P08-V1	Oversee Study	Describes the procedures the Joint SLaM/loP R&D Office uses when providing a proportionate level of oversight of a Study on behalf of SLaM as a participating organisation .	in progress		
R&DO-P09-V1	Site Study Closedown	Describes the procedures which the Joint SLaM/loP R&D Office uses when managing the conclusion of a Study at SLaM as a participating organisation.	in progress		
The Joint SLaM/loP R&D office R&D SOPs do not apply to commercial studies. These are managed by the Joint Clinical Trials Office (JCTO) which has its own SOPs: http://www.jcto.co.uk/SOP/SOP.html					

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Information on the processes used for managing Research Passports

Indicate what processes are used for managing Research Passports

The type of HR agreement required is assessed by the R&D Office in accordance with the principles of the Research in the NHS: HR Good Practice Resource Pack (http://www.nihr.ac.uk/systems/pages/systems_research_passports.aspx) as part of the R&D governance approval process at SLaM. Details on the R&D Office website at <http://www.iop.kcl.ac.uk/departments/?locator=1129>

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Information on the agreed Escalation Process to be used when R&D governance issues cannot be resolved through normal processes

Escalation Process

Issues would be discussed with Director of R&D; if unresolved, presented to the Trust Governance Executive of which the Head of the R&D Office is a member.

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The Joint SLaM/IoP office maintains a current list of planned and actual studies .

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Other Information

For example, where can information be found about the publications and other outcomes of research which key staff led or collaborated in?

Other Information (relevant to the capability of the Organisation)

The Trust works in close collaboration with the Institute of Psychiatry (King's College London) - much of the collaborative research is detailed on the IoP website at <http://www.iop.kcl.ac.uk/> Information about the SLaM/IoP NIHR Specialist Biomedical Research Centre for Mental Health is on the Trust website at <http://www.slam.nhs.uk/about-us/biomedical-research-centre/brc-home.aspx> Publication outputs can be found on the King's College London website under the Academic Staff Profiles section.[<http://rg.kcl.ac.uk/staffprofiles/>]. In addition to the portfolio of translational research undertaken within the NIHR BRC, for the period 1 April 2009 – 31 March 2010 SLaM was involved in conducting 207 clinical research studies, 112 of which were adopted onto the NIHR Portfolio. SLaM is fully compliant with and is using national systems (IRAS and CSP) to manage these studies in proportion to risk. All of our NIHR Portfolio studies have been conducted under NIHR Topic Specific Networks, the majority of studies being under the Mental Health Research Network.

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