

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	27/07/2012	22/02/2011	SLaM Board	Gill Dale
RDOCS 002	28/07/2012	31/07/2013	24/07/2012	SLaM Board	Gill Dale
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RDOCS 004	25/11/2014	25/11/2015	25/11/2014	SLaM Board	Gill Dale

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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 Director (with responsibility for reporting on R&D to the Organisation Board)	Professor Tom Craig
Director of Research Quality	Dr Gill Dale
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, Psychology & Neuroscience (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 Manager
Name:	Ms Jenny Liebscher
Contact Number:	020 7848 0251
Contact Email:	jennifer.liebscher@kcl.ac.uk
Contact 3:	
Role:	Research Funding Manager
Name:	Ms Lauren Moulton
Contact Number:	020 7848 0270
Contact Email:	lauren.moulton@kcl.ac.uk
Contact 4:	
Role:	NIHR Maudsley Biomedical Research Centre and Dementia Research Unit Manager
Name:	Dr Saliha Afzal
Contact Number:	020 7848 5485
Contact Email:	saliha.afzal@kcl.ac.uk
Contact 5:	
Role:	R&D Contracts Manager
Name:	Mr Kieran Naicker
Contact Number:	7972660605
Contact Email:	kieran.naicker@kcl.ac.uk
Contact 6:	
Role:	Acting Director, King's Health Partners Clinical Trials Office
Name:	Ms Jackie Pullen
Contact Number:	020 7188 5732
Contact Email:	jackie.pullen@kcl.ac.uk
Contact 7:	
Role:	Manager, Clinical Trials Unit
Name:	Ms Caroline Murphy
Contact Number:	0207848 5273
Contact Email:	caroline.murphy@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 Delivery Manager	1	
Research Governance Facilitator	2	
R&D Funding Manager	1	
R&D Administrator	1	
Biomedical Research Centre Manager	1	
R&D Contracts 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 NHS Foundation Trust (SLaM) and the Institute of Psychiatry, Psychology & Neuroscience (IoPPN), King's College London and reports to the R&D Director. 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 NIHR Maudsley Biomedical Research Centre / Unit (BRC/U) Manager who reports to the Director of the BRC. The SLaM R&D Committee reports to the Trust Board.

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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
South London Clinical Research Network	Member organisation

Add further lines as required

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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	Jill Lockett	jill.lockett@kcl.ac.uk	
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	Irene Higginson	irene.higginson@kcl.ac.uk	

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Organisation Study Capabilities

Information on the types of studies that can be supported by the Organisation to the relevant regulatory standards

Types of Studies Organisation has capabilities in (please tick applicable)

	CTIMPs (indicate Phases)	Clinical Trial of a Medical Device	Other Clinical Studies	Human Tissue: Tissue Samples Studies	Study Administering Questionnaires	Qualitative Study	OTHER
As Sponsoring Organisation	All	All	All	All	All	All	
As Participating Organisation	All	All	All	All	All	All	
As Participant Identification Centre	All	All	All	All	All	All	

Add further lines as required

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Which licences does the organisation hold which may be relevant to research?

Organisation Licences			
Licence Name	Licence Details	Licence Start Date (if applicable)	Licence End Date (if applicable)
Example: Human Tissue Authority Licence			
Human Tissue Authority Licence held by University Partner (Institute of Psychiatry, Psychology & Neuroscience, King's	MRC London Neurodegenerative Diseases Brain Bank		

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PCT ONLY: Information on the practices which are able to conduct research

Number/notes on General Practitioner (GP) Practices

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Organisation Services

Information on key clinical services contacts and facilities/equipment which may be used in studies for supporting R&D governance decisions across the organisation.

Clinical Service Departments					
Service Department	Specialist facilities that may be provided (eg number/type of scanners)	Contact Name within Service Department	Contact email	Contact number	Details of any internal agreement templates
Pathology	Externally provided by King's College Hospital NHS Foundation Trust	Jan Teahon	jan.teahon@kch.nhs.uk	020 3299 1742	
Radiology - Neuroimaging	SLaM provides a full range of neuroradiographic imaging services, including Plain Radiography, Computerised Tomography (CT), and Magnetic Resonance Imaging (MRI). For research studies, the Centre for Neuroimaging Studies houses a dedicated GE 3T Excite II MRI scanner (which is also made available for clinical and advanced clinical scanning, where appropriate). Additionally, there is a GE SIGNA 1.5T neuro-optimised MR system. Both machines (along with the clinical 1.5T scanner) are capable of performing functional, spectroscopic, anatomical and pathological mapping techniques.	Gay Coombes	gay.coombes@slam.nhs.uk	0203 228 3065	
Pharmacy	NHS Hospital Pharmacy	David Taylor	david.taylor@slam.nhs.uk	0203 228 5040	

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Information on key management contacts for supporting R&D governance decisions across the organisation.

Management Support e.g. Finance, Legal Services, Archiving					
Department	Specialist services that may be provided	Contact Name within Service Department	Contact email	Contact number	Details of any internal agreement templates
Contracts		Julia Gannon	julia.gannon@slam.nhs.uk	0203 228 1678	
Finance		John Reeves	john.reeves@slam.nhs.uk	0203 228 4741	

Biomedical Research Centre (BRC) Nucleus	Specialists in bioinformatics, statistics, biobanking, proteomics and neuroimaging to develop innovative analytical and biomedical projects to support translational research. http://brc.slam.nhs.uk/about/core-facilities/brc-nucleus	Saliha Afzal	saliha.afzal@kcl.ac.uk	020 7848 5485	
Information Technology - CRIS	Case Register Interactive Search (CRIS) - anonymised information extracted from SLAM's electronic patient records system by authorised researchers http://brc.slam.nhs.uk/about/core-facilities/cris	Robert Stewart	robert.stewart@kcl.ac.uk	020 7848 0240	
NIHR/Wellcome Trust King's Clinical Research Facility	The CRF is the first of its kind in the world to be specifically designed to support mental health and neurosciences clinical trials. It also enables us to further develop our pioneering research in specialist fields including haemato-oncology, cardiovascular medicine and diabetes. The CRF includes: <ul style="list-style-type: none"> • An Experimental Medicine Facility, comprising the latest neuroimaging and EEG facilities to study the brain in action, a virtual reality behaviour suite and an intensive care unit facility for patients with brain injury. • The largest Cell Therapy Unit in Europe, in either academia or industry. This will enable us to expand our world leading programme of work, demonstrated by the fact that we were the first centre to treat liver failure using cell therapy. • A Clinical Trials Unit, providing a state of the art facility for commercially sponsored trials. 	Elke Giemza	rgiemza@nhs.net	020 3299 1850	
Legal		Cliff Bean	cliff.bean@slam.nhs.uk	0203 228 2457	
Personnel		Michael Kelly	michael.kelly@slam.nhs.uk		
Clinical Trials Unit	Randomisation Service; an Online Data Capture and Management Service; a Trial Statistician Service; Trial Management and Data Management support. http://www.kcl.ac.uk/online/dents/biostatistics/ctu.as	Caroline Murphy	caroline.murphy@kcl.ac.uk	0207 848 5273	
King's Health Partners Clinical Trials Office	Commercial contract management; non-commercial management of Sponsor responsibilities of partners. http://www.khpcto.co.uk/commercialHome.html	Jackie Pullen	jackie.pullen@kcl.ac.uk	0207 188 5732	

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Organisation R&D Interests

Information on the areas of research interest to the Organisation

Organisation R&D Areas of Interest

Area of Interest	Details	Contact Name	Contact Email	Contact Number
Mental Health: SLAM 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 & Dementia - translational research	Experimental Medicine and translational research within the NIHR Maudsley Biomedical Research Centre and Biomedical Research Unit in Dementia, which supports core infrastructure for clinical research including the BRC Nucleus which brings together specialists in bioinformatics, clinical informatics, biostatistics, mental health and dementia Bioresource; MRI Neuroimaging resources; the KHP Proteomics Facility; the SLAM CRIS system; the SLAM Consent for Contact Programme to support patient involvement in research; the KHP Clinical Trials Unit and the Experimental Medicine Facility at the NIHR Wellcome Trust/King's Clinical Research Facility. http://brc.slam.nhs.uk/brc-home	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
			2012

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Organisation R&D Standard Operating Procedures Register

The Joint SLaM/IoPPN 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
NIHR Coordinated System for gaining NHS Permission (CSP)		The Trust follows the national SOP for CSP			
Integrated Research Application System (IRAS)		The Trust follows the national SOP for IRAS			
CTiMP trials		Managed by KHP Clinical Trials Office			
Research Passport		The Trust follows the national SOP for Research Passports			

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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/policy-and-standards/research-passports.htm) as part of the R&D governance approval process at SLaM. Details on the R&D Office website at http://www.kcl.ac.uk/iop/research/office/index.aspx . The Research Passport process facilitates the issuing of either an honorary contract or letter of access for university researchers or NHS researchers as appropriate.

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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 initially with the Director of Research Quality, which may be taken to the Director of R&D if further escalation is considered justified. Any suspected research governance breaches are investigated thoroughly by the R&D Office.

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Planned and Actual Studies Register

The Joint SLaM/IoPPN R&D 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, Psychology & Neuroscience (King's College London) - much of the collaborative research and research outputs are detailed on the IoPPN website at <http://www.kcl.ac.uk/ioppn/index.aspx> Information about the NIHR Maudsley Biomedical Research Centre and Dementia Unit is on the Trust website at <http://brc.slam.nhs.uk/> SLaM is fully compliant with and is using national systems (IRAS and CSP) to manage these studies in proportion to risk.

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