

What if my project involves people as health patients?

Projects that plan to involve health patients, their carers or NHS staff via NHS services will usually need to be approved by an NHS Research Ethics Committee (REC). Guidelines and application details can be found at www.nres.npsa.nhs.uk/applicants/apply/



Evaluations and audits involving NHS patients, carers or staff do not need to go through an NHS REC. However, if the patients, carers or staff include service users, carers or employees of Adult Services, research governance approval will still need to be obtained from the Council's Development and Governance Panel.

What if my project involves people who lack mental capacity to consent to the research?

All who wish to involve people who lack capacity to consent in research must obtain section 30 approval from an appropriate body. This would usually be an NHS Research Ethics Committee. Guidance is available on this at www.nres.npsa.nhs.uk/

RESEARCH GOVERNANCE REQUIREMENTS For Research, Evaluation and Consultation

Contacts

Research Manager, Adult Services and Research Development and Governance Panel chair:

Rachel Dittrich
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tel: 01962 845242 or 0560 2798896

NHS REC general enquires:

Sharon Atwill
tel: 023 80362466

NHS REC Booking line:

To book in an NHS REC application
tel: 023 80362871

Further information

Research in Hampshire:
www3.hants.gov.uk/adult-services/aboutas/research.htm

Research Register for Social Care:
www.researchregister.org.uk/

Online resources on doing research:
www.researchregister.org.uk/skills.asp

For other copies of this leaflet

If you require this leaflet in another language or format such as large print, easy read, Braille or audio, please phone 0845 603 5630 or email: adult.services@hants.gov.uk

RESEARCH GOVERNANCE REQUIREMENTS

Planning to do research, evaluation or consultation?

Want to involve service users, carers, or employees of Hampshire County Council Adult Services or agencies contracted to Adult Services?



This leaflet explains the governance process you need to go through before you can start

It is for anyone intending to carry out work using research-like methods, such as surveys, questionnaires, interviews, focus groups or formal consultations.

CREDITS

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Hampshire
County Council

What is Research Governance?

The **Research Governance Framework** is a set of government standards for the regulation of research in health and social care agencies.

The purpose of Research Governance is to ensure that research meets these standards, protecting both the subjects of research and those carrying it out. These standards also apply to formal consultation, evaluation and other work activities when they include research-like methods such as focus groups. They apply to all people who wish to undertake research, including students, professional researchers, service users, council employees and agencies contracted to Adult Services.

Local authorities have the main responsibility for checking the quality of research before allowing access to users or staff. Local authorities are also expected to record the details of any research on a national register hosted by SCIE.

Here are some examples of research and research-like activity that are covered by the Framework:

1. An operational team aims to contact people who have used their service for the last six months and ask them to take part in a customer satisfaction survey.
2. The Older Person's Well-being team is seeking the view of anyone who has an interest in older people via an anonymous questionnaire. This will include service users for whom Adult Services has a duty of care.
3. A national care provider is delivering care in Hampshire through a contract with the Council. A researcher, employed by an academic institution, wishes to meet with and record the views of users of this service (including those whose services are purchased by the Council).
4. A student on placement with the Council wishes to talk to members of staff about their experiences of person-centred planning and look at service users' case files for their dissertation.
5. The Supporting People team wishes to consult service users and other stakeholders regarding major changes to service provision.

Why do we need it?

The amount of consultation, research and evaluation carried out by social care and health agencies is increasing due to government requirements for information about the outcomes of our services for both service users and carers.

Practitioners and students also often carry out research and evaluation as part of their work or whilst on a course to develop their knowledge and skills.

All of this work needs to be done within a recognised ethical framework to protect the service users, carers or employees involved and to ensure that the results of the research are beneficial to participants, the Council or to wider knowledge.

What do I need to do?

All research and research-like activity will need to meet the requirements of the Research Governance Framework before it can take place.

You will need to contact the Research Manager to discuss what you want to do. You will then be sent an application form to fill in and asked to send this with details of your research, evaluation or consultation, e.g. a draft questionnaire, back to the Research Manager.

Support and advice on filling in the form or designing and undertaking the research project is available from the Research Manager.

The form will ask you to provide information on the aims and objectives of the research, the methodology being used and details on how the findings will be analysed and disseminated. In addition, you also have to provide details on any ethical considerations that may have to be addressed as part of the research and what measures will be taken to ensure data protection and the confidentiality of the research participants.

Your application will be assessed by the Research Manager and, in most cases, the Research Development and Governance Panel. The panel will consider your application following departmental procedure www3.hants.gov.uk/proc-3107.doc or 32/07 www3.hants.gov.uk/proc-3207.doc using guidance provided in the Research Governance Framework Resource Pack for Social Care, which can be obtained from www.ssr.org.uk/governance/index.asp

After the proposal has been reviewed, it can be either approved, approved subject to amendments, or rejected. Where amendments are required the applicant will be contacted and advised of the recommendations. If major amendments are recommended as part of the reviewing process the applicant will have to re-submit a revised proposal form. If a project is rejected then the applicant will be contacted direct and explained the reasons for the decision.

All research and research-like projects that are approved will be put on local and national registers to allow the findings to be shared and used by other researchers or for the improvement of services.

