

**PCR N Northern & Yorkshire Executive Group Meeting**

17 February 2011, 10:30 – 12:30  
Meeting Room, Dolphin Centre, Darlington

<b>Present:</b>	James Larcombe (JL)	PCR N Co-Clinical Lead CDTV/CLRN CDTV Representative
	John Hodgson (JH)	PCR N NY Clinical Trial Coordinator - WY
	Louise Warner (LW)	PCR N NY Clinical Trial Coordinator - NTW
	Margaret Creek (MC)	PCR N NY - Note taker
	Naomi Reay (NR)	PCR N NY Co-Clinical Lead - WY
	Nick Taylor (NT)	CLRN NEYNL Representative
	Raghu Raghunath (RR)	PCR N NY Co-Clinical Lead - NEYNL
	Sarah Daniel (SD)	PCR N NY Clinical Trial Coordinator - CDTV
	Scott Wilkes (Chair)	PCR N NY Clinical Lead/CLRN - NTW
	Terri Harding (TH)	PCR N NY Network Manager
	Yvonne Coverdale (YC)	PCR N NY Clinical Trial Coordinator - NEYNL
<b>Apologies:</b>	Robbie Foy (RF)	CLRN WY Representative
	Tim Butler (TB)	CLRN CDTV Representative
<b>In Attendance:</b>	Carla Bratten	PCR N Research Facilitator - NEYNL

**AGENDA TOPICS – OUTCOMES & ACTIONS**

Prior to the meeting commencing:

- Introductions were made and new member of the Executive Group, Nick Taylor, representing the CLRN – NEYNL was welcomed. Dr Taylor is a GP and member of the PICKLES Group, the CLRN Executive Board and Dermatology Steering Group.
- Naomi Reay was congratulated on her new post of National Speciality Groups Operations Manager.

**1. Minutes of last meeting**

**SW**

Agreed as a true record.
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**2. Matters arising**

**2.1 Annual Report (6.2/11 Nov 2010)**

**TH**

Annual Report Feedback meeting took place – positive comments received. When received, written report from the NIHR CRN CC will be uploaded to NIHR portal, PCR N NY website and tabled at the Executive meetings.
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[Post meeting note: Feedback received and forwarded to the Executive Group. TH has responded to queries regarding FSF.]
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TH circulated the Report 3, which will be placed on the PCR N NY website. Agreed a letter from SW, together with a web-link to the report, would be emailed to the PCR N NY Advisory Board members and stakeholders for dissemination.
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Action Items	Responsibility	Deadline
Request written Annual Report Feedback from Tricia Ellis.	TH	
Create PDF version of Report 3 to upload to PCR N NY website/NIHR Portal.	TH/MC	

Email letter to MC for distribution to Advisory Board members and stakeholders.	SW	
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**3. PCRN activity update per PCRN NY Spoke**

**JH/YC/SD/ LW**

Each CTC delivered 'update of activity to date' presentation: <u>WY (JH)</u>		
<ul style="list-style-type: none"> <li>• Research Champions to promote NIHR Portfolio studies - focussing on engagement in research will lead to increased accruals. Posts x 4 filled (GPs x 3, Pharmacist x 1), 1 vacant.</li> <li>• Accrual figures for 2011 to date: PCRN-led = 2,056, co-adopted = 3,661.</li> <li>• Measure of engagement demonstrated by recorded data, in PowerPoint presentation.</li> </ul>		
<u>NEYNL (YC)</u>		
<ul style="list-style-type: none"> <li>• Total accruals have risen from 300 in November 2010 to 800 at present.</li> <li>• Number of open studies increased - 5 more pending including a commercial study (Leader).</li> <li>• Part-time Research Facilitator x 1 appointed November 2010 – focusing on the Past BP study.</li> <li>• First meeting of Primary Care Working Group took place.</li> <li>• RSI scheme launched. Discussion followed around amount of level 3 funding to be paid - payment based on the P.A. model.</li> </ul>		
[Post meeting note: This is now resolved.]		
<u>CDTV (SD)</u>		
<ul style="list-style-type: none"> <li>• Due to high level of resource support required, Angela Atkinson, Research Facilitator, is Coordinating the Past PB study across all NY areas.</li> <li>• Staff arrangements: 1 x full time Research Facilitator, 1 x part-time Respiratory Nurse in post since December 2010, Co. Clinical Lead in post since November 2010, 2 x part-time PCRN-funded Research Nurses starting in March 2011.</li> <li>• 32 studies open – insufficient personnel to process to delivery. SW and JL to discuss with CLRN Board.</li> <li>• Total accruals = 885 of which 463 are PCT accruals, 445 from intervention studies.</li> </ul>		
<u>NTW (LW)</u>		
<ul style="list-style-type: none"> <li>• Staff arrangements in place: 1 x CTC, 2 x Research Facilitators (1 joint working with DRN and PCRN and 1 x CC-led). 2 x PCT-managed Research Nurses based in the NoT and SoT PCTs in PCRN NY.</li> <li>• 90 studies open - 82 of which PCRN contribute to.</li> <li>• The group discussed GP consortia within the RSI scheme – for further discussion at next meeting.</li> </ul>		
TH informed the group that target figures for next year, based on this year, have been agreed with the individuals. Charts demonstrating overall PCRN accruals figures (2011 to date & 2010) for comparison were circulated.		
Action Items	Responsibility	Deadline
Quarterly accrual updates for each Spoke to be placed on PCRN NY website.	CTCs	

**4. The White Paper**

**SW**

Deferred to next meeting.		
Action Items	Responsibility	Deadline
No action necessary		

**5. Any other Business**

**5.1 PPI and developing a strategy in PCRN NY**

**TH**

The PCRN NY admin team are preparing a PCRN NY PPI strategy – informed by the NIHR CC's PPI strategy 'Way Forward'. Terri explained the current decision for a local strategy is based on the previous outcomes of attempts to implement this activity. To date the team are 'fact finding' with the assistance of the PPI and Communications teams by:
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- Identifying 'advocates' (1 x each Spoke) to raise awareness of Network, activity within the Network and the benefits of research – attending PPI, Patient/Carers, and speciality group meetings.
- Producing a promotional NIHR-branded flyer/leaflet highlighting key aims using key words and phrases to go to practices and providers. Emma Bender, NIHR, assisting.

Action Items	Responsibility	Deadline
Invite AS and JC to next meeting to present PPI strategy update.	TH	

## 5.2 GP Commissioning Consortia

**Initials**

Discussion:		
<p>Discussion took place regarding GP Commissioning Consortia development planning and the advantages of the Network taking a lead/assisting in the management of research. It was agreed to discuss with the GP Responsible Officers immersing into the consortia to promote the idea and to encourage Research Champions to discuss with PCT CEOs.</p> <p>TH informed the group that from April 2011 all PCT HR departments in the North East will merge into one unit, based in Sunderland.</p> <p>The transition phase for all PCTs will take place during the period to April 2013; Trusts instructed to assist in the organisation of all consortia.</p>		
Action Items	Responsibility	Deadline
No action necessary		

## 6 Date of next meeting

Thursday, 19 May 2011, 10:30 – 12:30, Dolphin Centre, Darlington
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Agenda items to be send to Margaret Creek ([Margaret.creek@nyren.co.uk](mailto:Margaret.creek@nyren.co.uk)) by 2 May 2011 for circulation by 10 May 2011.