

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

18 August 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             |
|                       | Margaret Creek (MC)   | PCR N NY - Note taker                                |
|                       | 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>     | Tim Butler (TB)       | CLRN CDTV Representative                             |
|                       | Naomi Reay (NR)       | PCR N NY Co-Clinical Lead – WY                       |
|                       | Nick Taylor (NT)      | CLRN NEYNL Representative                            |
|                       | Robbie Foy (RF)       | CLRN WY Representative                               |
|                       |                       |                                                      |
| <b>In Attendance:</b> | Monica Lloyd          | PCR N Research Facilitator – NEYNL                   |
|                       | Richard Errington     | RM&G Lead – CDTV PCTs                                |

**AGENDA TOPICS – OUTCOMES & ACTIONS**

**1. Minutes of last meeting** **SW**

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| Item 3, NTW (LW), should read “Research Facilitators x 1, Research Nurses x 2 “. Following amendment notes agreed as a true record. |
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**2. Matters arising and action outcomes** **TH**  
(3.1-19/5/11)

| Following the ‘Report Formatting’ meeting with WY CLRN it was agreed that formatting would remain the same. A further meeting will convene to re-visit. |                |          |
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| Action Items                                                                                                                                            | Responsibility | Deadline |
| No action necessary                                                                                                                                     |                |          |

**2.1 NEYNL SSC Costings (3-19/5/11)** **TH**

| Clear process in place for applying for SSCs. Nick Taylor is kept up to date and reports at monthly NEYNL CLRN Executive meetings. Funding issues have been resolved. |                |          |
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| Action Items                                                                                                                                                          | Responsibility | Deadline |
| No action necessary                                                                                                                                                   |                |          |

**2.2 GP Commissioning Group WY (4-19/5/11)** **JL**

| Incorporated into item 4. |                |          |
|---------------------------|----------------|----------|
| Action Items              | Responsibility | Deadline |
|                           |                |          |

### 2.3 Admin Hub (7.1-19/5/11)

TH

| <ul style="list-style-type: none"> <li>All new job descriptions are with HR for A4C banding evaluation.</li> <li>Operation Manager post has been confirmed from 1<sup>st</sup> September.</li> <li>Funding must be in place before advertising Research Officer post. Funding confirmed for WY; full time post will be advertised by end September. Anticipate funding for NEYNL post will be confirmed shortly to allow advertising at the same time.</li> </ul> |                |          |
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| Action Items                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Responsibility | Deadline |
| No action necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |          |

### 3. PCRN activity update per PCRN NY Spoke

CTCs

| <p>Each CTC delivered 'update of activity' presentation:<br/> <u>WY (JH)</u></p> <ul style="list-style-type: none"> <li>Year on year accrual figures are higher than indicated. On target for 10,000.</li> <li>Large increase in activity expected within next few months.</li> <li>RedPharm (first pharmacy study) expect to recruit 10 patients x 10 sites in WY.</li> <li>S&amp;N PICO, WY's first commercial study, identified via an industry meeting last year.</li> </ul> <p>It was agreed to invite Naomi Reay and Angela Wray to next meeting to demonstrate 'Engaging with Speciality Groups'.</p> |                |          |
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| <p><u>NEYNL (YC)</u></p> <ul style="list-style-type: none"> <li>To date accrual figures have increased x 3 times compared to last year and reaching 50% of annual target.</li> <li>Issues remain regarding lack of acknowledgment for PCRN input in co-adopted studies.</li> <li>GP engagement increasing; 36 RSI practices compared to 21 last year.</li> <li>Although funding issue is improving, can still only offer studies to a restricted number of practices.</li> <li>Need to address and discuss concern around underperforming high level RSI +3 practices.</li> </ul>                            |                |          |
| <p><u>CDTV (SD)</u></p> <ul style="list-style-type: none"> <li>Accrual figures are under target in PCTs – targets raised by PCTs. Concerns raised over the 30-day targets effecting quality.</li> <li>Stockton practice engagement improved. Practice meetings arranged with Redcar/Cleveland.</li> <li>RSI applications increasing.</li> <li>Overall progressing well – as a result of full team in place.</li> </ul>                                                                                                                                                                                       |                |          |
| <p><u>NTW (LW)</u></p> <ul style="list-style-type: none"> <li>Louise Warner has resigned from her present post but has accepted a new post of Dental Clinical Trial Coordinator commencing 1 September working 12 hours per month.</li> <li>NTW under target in 1<sup>st</sup> quarter due to personnel issues.</li> </ul>                                                                                                                                                                                                                                                                                   |                |          |
| <p><u>Overall recruitment activity</u></p> <ul style="list-style-type: none"> <li>Charts not showing all actual accruals to date. Of 63 studies we are recruiting to, we are actively supporting 60.</li> <li>Figures slightly low compared to previous years but in line with national pattern.</li> <li>Dental study expected in next few months.</li> <li>National remit to involve pharmacy is taking up time and personnel.</li> </ul>                                                                                                                                                                  |                |          |
| Action Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Responsibility | Deadline |
| Invite Naomi Reay and Angela Wray to present 'Engaging with Speciality Groups' at next meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | TH             | 5/9/2011 |

### 4. The Clinical Commissioning Groups

SW

| <p>JL presented a briefing paper produced for the CD/Tees CCGs (circulated with agenda) which proposes the possible activities for maintaining a research environment in CDTV with representatives of the CLRN, PCRN, PCTs and the University of Durham in collaboration with the CDD Federation and Tees CCGs.</p> |                |          |
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| Action Items                                                                                                                                                                                                                                                                                                        | Responsibility | Deadline |
| Forward presentation to group.                                                                                                                                                                                                                                                                                      | MC/JL          |          |

## 5. PPI strategy – progress update

TH

| <ul style="list-style-type: none"><li>A PPI Steering Group has been set up with membership including Joanne Tozer, a lay member, plus Julie Miller, Research Facilitator in WY Spoke, and Pat Brown, Research Nurse in CDTV Spoke as advocate roles will be piloted in WY and CDTV. The group has begun formalising strategy/action plans. Marianne Myers, NIHR CRN CC PPI Lead, is aware.</li><li>PPI group presenting at an RSI meeting in November.</li></ul> |                |          |
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| Action Items                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Responsibility | Deadline |
| Invite Joanne Tozer to next Executive Group meeting.                                                                                                                                                                                                                                                                                                                                                                                                             | TH             | 5/9/2011 |

## 6. Annual Report

TH

| <ul style="list-style-type: none"><li>Feedback, due on 14 September, will be forwarded to the Executive Group and placed on PCRN N&amp;Y website. Based on last year's feedback and the 'open policy', this year's report includes lots of evidence, examples and detailed accounts regarding relationships. SW thanked TH and other contributors for their hard work.</li></ul> |                |          |
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| Action Items                                                                                                                                                                                                                                                                                                                                                                     | Responsibility | Deadline |
| Forward Annual Report feedback to group and place on website.                                                                                                                                                                                                                                                                                                                    |                | 19/9/11  |

## 7. Any other business

### 7.1 Developing Spoke Primary Care Delivery Groups

TH

| Each spoke is setting up a Primary Care Delivery Group which will meet monthly with a standing agenda focussing on current and incoming studies with identified issues. Membership will consist of the Spoke team along with Topic Specific and CLRN/Industry representation and PCT RM&G representatives will be invited as observers/contributors. |                |          |
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| Action Items                                                                                                                                                                                                                                                                                                                                         | Responsibility | Deadline |
| No action necessary                                                                                                                                                                                                                                                                                                                                  |                |          |

### 7.2 Acknowledgement of Joint networking

TH

| TH has noticed that, despite contributing to 30% to their accruals, the PCRN has never been mentioned in the CLRN newsletters. Nick Taylor and YC are composing an article about the RSI practices and the support available from the PCRN for inclusion in the CLRN newsletter. TH suggested the other areas work in pairs (JL & SD, NT & YC, JH & NR) to do the same for their local CLRN newsletters. |                      |          |
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| Action Items                                                                                                                                                                                                                                                                                                                                                                                             | Responsibility       | Deadline |
| Create newsletter article for submission in CLRN newsletters.                                                                                                                                                                                                                                                                                                                                            | JL/SD,NT/YC<br>JN/NR |          |

### 7.3 PCRN N&Y service evaluation

TH

| A letter containing a weblink to the survey was emailed to 75 people, 63 of whom participated. Results are being evaluated by Nicky Hall and will be shared with the group when analysed. |                |          |
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| Action Items                                                                                                                                                                              | Responsibility | Deadline |
| No action necessary                                                                                                                                                                       |                |          |

### 7.4 VAT charges

YC

| YC enquired about VAT charges by VAT-registered practices which cannot be claimed back. TH responded that very few practices are VAT-registered and it is the responsibility of the GPs to discuss the matter with their VAT provider. |                |          |
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| Action Items                                                                                                                                                                                                                           | Responsibility | Deadline |
| No action necessary                                                                                                                                                                                                                    |                |          |

## 8 Date of next meeting

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| <b>Thursday, 10 November 2011</b> , 10:30 – 12:30, Meeting Room, Dolphin Centre, Darlington.<br>(Rescheduled from 17 November) |
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Agenda items to be send to Margaret Creek ([Margaret.creek@nyren.co.uk](mailto:Margaret.creek@nyren.co.uk)) by 27 October 2011 for circulation by 3 November 2011.