Guidance for Educational Research involving Staff or patient anonymised data/samples

For research that is being undertaken as part of an educational qualification with staff only or using patient anonymised data/samples the process, adopted by the Trust, would be as per national guidelines as follows:

1. Refer to the attached leaflet and use the HRA tools (https://www.hra.nhs.uk/approvals-amendments/what-approvals-do-i-need/) to determine if you are doing research
2. If you are doing research then you will need HRA approval (https://www.hra.nhs.uk/approvals-amendments/what-approvals-do-i-need/hra-approval/)
3. Doing research as part of an Educational Qualification (http://www.hra.nhs.uk/about-the-hra/our-plans-and-projects/assessment-approval/student-studies-led-england/)
4. The process of HRA approval is all done from one system   (https://www.myresearchproject.org.uk/help/hlphraapproval.aspx)
5. Set up an IRAS account (https://www.myresearchproject.org.uk/Help/HelpPage.aspx) to complete the HRA documentation .
6. Your research may need to obtain Consent from staff participants (http://www.hra-decisiontools.org.uk/consent/)
7. Prepare the relevant documents that are needed for the submission (https://www.hra.nhs.uk/planning-and-improving-research/research-planning/prepare-study-documentation/)
8. Complete the relevant forms within IRAS and before submission we would ask you to transfer your application form for us to check the content (this may save you time in it being validated by HRA and reduce any unnecessary delays).
9. Once your application is made through IRAS you will receive an initial assessment letter.
10. Once you receive a favourable opinion (approval) from the HRA you should forward this to us in the Research Department along with the local document pack whereupon we will review the Organisational Information Document (OID), Schedule of Events (SoE)/Schedule of Events Cost Attribution Tool (SoECAT) and complete as necessary to confirm capacity and capability (where applicable).
11. Following the Trust issuing confirmation of capacity and capability you will be able to proceed with the recruitment of participants to the study.

I hope the above explains the process for conducting NHS research within EPUT and I can confirm that the EPUT Research department is here to provide support, guidance and a certain amount of assistance in completing any of the above.

Should you need to discuss the process or require any further information then please feel free to contact the research department via e-mail to epunft.research@nhs.net