

UKCRF NETWORK

Clinical Research Delivery Work Group Terms of Reference

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Introduction

A work group is a specialist group that have come together at the request of the UK Clinical Research Facility (UKCRF) Network (with the agreement of the Senior Management Team), with a specific area or piece of work in mind, which can be finite or ongoing. The main purpose of a work group is to develop and share best practice.

Objectives and Purpose

The Clinical Research Delivery Work Group (formerly Research Nurses and Practitioners Group) was established and continues to support the UKCRF Network in achieving its objectives related to the research delivery workforce, encompassing all health and care professionals within patient / participant facing roles working in Clinical Research Facilities (CRFs).

The primary purpose of the group is to provide a community of practice for clinical staff across the CRFs, and to undertake collaborations to identify and develop packages of work. Each work group sets annual objectives, which are accessible to members via the Group's MS Team channel.

The Clinical Research Delivery Work Group is part of the UKCRF Network's Work Package for Workforce Development (WP3). More information about the broader objectives of this Work Package can be found on the [Network's website](#).

Scope of Work

- **Sharing Best Practice:** Facilitating the exchange of best practices among CRFs to support the multi-professional research delivery workforce across the UK and Ireland.
- **Developing Guidance Documents:** Creating comprehensive guidance documents and tools to support safe and effective delivery of research within CRFs, including guidance and support for advanced therapies and early phase research.
- **Staff Networking and Development Forum:** Providing a platform for staff to discuss relevant topics through group meetings, online forums, and workshops.
- **Remaining Relevant and Responsive:** Liaising with relevant organisations to ensure that the work of the group is up to date, responsive and complementary to that of other key research organisations and structures.
- **Supporting the UKCRF Network Conference:** using the knowledge and connections of work group members to create and deliver engaging workshops.

Responsibilities

Group Chair and Deputy Chair:

- Organise and facilitate group meetings, online forums, and workshops to encourage collaboration and knowledge exchange.
- Ensure members meet the membership criteria (by working with the Project Officer), and encouraging diversity where appropriate (e.g., geographically, professionally).
- Agree and deliver annual objectives for the group.
- Establish and oversee task-and-finish groups to deliver specific objectives, when required.
- Promote a culture of workforce development, training and wellbeing support for all professions working within research delivery in CRFs across the Network.
- Lead the development of conference workshops for clinical research delivery staff at the Annual Conference.
- Ensure guidance documents and tools developed by the group are updated to reflect evolving standards and regulations.

Group Members:

- Actively contribute to the group's objectives and attend scheduled meetings and events.
 - Members are encouraged to attend all meetings to ensure group cohesion and support group objectives.
 - While occasional absence is understood, members should, where possible, arrange for a suitable deputy.
 - Membership will be reviewed annually, considering membership criteria, attendance and contribution, and may be revised if necessary.
- Share expertise, local practices and peer support with the group to promote workforce development for the clinical research delivery workforce.
- Promote group resources and key messages with colleagues at their respective CRF.
- Join task and finish groups to support the maintenance and development of tools, training resources, and guidelines, for the benefit of our members and the wider Network.
- Obtain approval from their Line Manager or CRF Manager before joining.

Membership Criteria

The Clinical Research Delivery Group consists of representatives from various CRFs across the UK and Ireland who have expertise and experience in clinical research delivery and workforce development, including early phase and advanced therapies and associated professional issues

One representative per profession per CRF, a combination of the following may join:

- Adult Lead/Senior Research Nurse/Matron (B7+)
- Paediatric Lead/Senior Research Nurse/Matron (B7+)
- Adult Clinical Research Nurses (band 5/6)
- Paediatric Clinical Research Nurse (band 5/6)
- Advanced Clinical Practitioner
- Clinical Research Practitioner
- Midwife,
- AHP.

The Chair may invite members from outside the CRFs if their expertise aligns with the group's purpose and areas of work, such as representatives from partner networks or research infrastructure.

The UKCRF Network Operations Team manages the storage and sharing of group member details in line with the [UKCRF Network Staff Data Management Policy](#). Members' contact details will be shared with other members of the group via a private Google Sheet.

Meeting Management

The Group will meet at least quarterly via MS Teams in addition to an annual face-to-face meeting unless agreed otherwise with the WP Lead.

- The meeting must have a Chair or nominated deputy present.
- The agenda must be set at least three working days in advance.
- Representatives from other parts of the infrastructure may be invited as guests when appropriate, and members should be notified in advance.
- Administrative support (agenda, notes/minutes) should be identified from an appropriate source.
- All virtual meetings will be recorded and stored on the MS Teams Group for members to access.
- Chairs should remind members at the beginning of each meeting that the meeting is being recorded.
- A summary of the key messages and actions should be shared with members within two weeks of the meeting date.

Task and finish groups will have a separate meeting schedule based on the needs of the project.

Dissemination and Outputs

The Chair will upload the following documents to the Group's MS Team:

- Meeting agendas
- Meeting summary and action list
- Annual objectives
- Terms of reference

All new projects and pieces of work should be submitted to the WP Lead, Deputy Lead and Operations Team for review using the UKCRF Network's New Project Request Form.

The Group's MS Team can be used to share CRF documents with the members, and for task and finish groups to collaborate on project outputs. The Chair will work with the Operations Team to provide all the required information for the promotion and dissemination of project outputs and updates through emails, social media, website, workshops, conferences.

Leadership and Accountability

The Group Chair is appointed by the WP Lead and Deputies in line with the UKCRF Network Role Selection Process (2023-2028).

Reporting

The Group Chair will provide updates on group achievements, challenges, and upcoming initiatives to the WP Leads, who will then present these updates at SMT meetings. Group activity will also be summarised in the UKCRF Network annual report and submitted to the National Institute for Health and Care Research (NIHR), the UKCRF Network's funder.

Review

This document should be reviewed every three years by the Chair to ensure that it's still fit for purpose. Any amendments should be submitted to the WP Lead, WP Deputy Lead and Operations Team.

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