

UKCRF NETWORK

Information Management and Technology 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 Information Management and Technology work group was established and continues to support the UKCRF Network in achieving its objectives to facilitate the sharing of ideas and expertise related to information systems developments; emerging software technology; data and information management and a common UKCRF Network approach to completing the NIHR CRF Annual Reports. The group supports the strategic programmes of Work Package 2.

The primary purpose of the group is to support NIHR annual reporting processes and data management, while facilitating expert knowledge sharing and collaboration across a range of topics such as electronic data capture systems, inspection findings and data integration. Each work group sets annual objectives, which are accessible to members via the Group's MS Team channel.

The Information Management and Technology Group is part of the UKCRF Network's Work Package for Strategic Leadership (WP2). 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 create a UKCRF Network consensus approach to the ongoing collection, management and reporting of data for the NIHR Annual Report and wider reporting requirements.
- **Developing Guidance Documents:** Creating comprehensive guidance documents and tools to share best practice in the management of both the narrative and non-narrative sections of the NIHR Annual Report to allow a common approach to data management across the UKCRF Network member organisations. These documents will focus on the principles of data management rather than be data platform specific to allow the broadest application across the whole UKCRF Network.
- **Staff Networking and Development Forum:** Providing a platform for staff to discuss relevant topics through group meetings, online forums, and workshops.
- **Working with other UKCRF Network Work Groups** to define how the data managed by the Data Management Teams can better support their objectives and day to day processes.
- **Supporting the UKCRF Network Conference:** using the expertise and connections of work group members to design and deliver engaging workshops.

Responsibilities

Group Chairs 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 sharing best practices and provide a platform to do so to benefit CRFs across the Network.
- Lead the development of conference workshops for data management and staff in related administrative roles at the Network's 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 the objectives around best data management practices for both reporting and wider applications of CRF collected data.
- 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.
- Obtain approval from their Line Manager or CRF Manager before joining.

Membership Criteria

The Information Management and Technology Work Group consists of representatives from various CRFs across the UK and Ireland who have expertise and experience in the management of both clinical and performance data relating to a CRF or similar research infrastructure.

Group Members should be staff involved in the ongoing management of CRF portfolio data and the preparation of NIHR or other funding organisation reports. Membership should in principle be made up of only one representative per CRF however multiple members from a single CRF can join in the case of multiple sites within an organisation or roles within a single CRF contributing different elements to the overall data management process.

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 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. Members can only access these details if they have a Google-linked account.

Meeting Management

The Group will meet for 1-2 hours every two months via MS Teams in addition to a 1-2 hour face-to-face meeting at the UKCRF Network conference unless agreed otherwise with the WP Lead.

- The meeting must have a Chair or nominated deputy present.
- Agenda must be set no less than three working days prior to the meeting.
- 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.

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 Leads 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 and the conference.

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.

Version 1.0 May 2025

Date of next review: May 2028