

NHS Research Scotland



Group Terms of Reference

Group Name:

NRS COVID 19 Restart Operational Group

Version/Date:

Version 2 - 19 June 2020

Background

- This Group has been convened at the request of the NRS Management Board, and will take overall direction and priorities from the CSO/NRS Restart Strategic Oversight Group.
- The COVID-19 pandemic has led to a rapid transition to focus on COVID-19 research, with suspension or delay for many research projects, and restricted activity for others.
- The overall objective of the Group is to share best practice and support development of operational processes and guidance to support the resumption of non-COVID research activity across NRS.
- CSO statement of restart: <https://www.cso.scot.nhs.uk/cso-statement-on-the-restart-framework/>
- Scottish Government Routemap: <https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/>
- NIHR Framework: <https://www.nihr.ac.uk/documents/restart-framework/24886>

Remit

- The Group will:
 - Provide a forum to agree recommended national approaches to enable a resumption of research activity, integrating COVID-19 and non-COVID-19 projects into the Scottish Portfolio whilst protecting patients and staff.
 - Share best practice, agree guidance and align processes
 - Plan and develop for a variety of possible scenarios for the progression of the COVID pandemic and the impact on clinical research
 - Link to relevant groups across the UK
- The meeting will be competent to agree operational changes for local implementation.
 - Policy or contract positions will be recommended to the Management Board for approval or amendment.

Timescale
<ul style="list-style-type: none"> • The group will meet for a period of three months in the first instance. • The Group may be extended or terminated at the direction of the NRS Management Board. • Should the Management Board decide to end the group, Management Board may direct other groups (such as the NRS Operations Group) to deliver specific follow-up actions.
Membership
<ul style="list-style-type: none"> • At least one delegate from CSO • At least one delegate from CMT • A representative from each of the four NRS nodes – this will normally be the Senior Manager attending the Operations Group. • Representation from the Dunfermline Group • Representation from the NRS Networks and Portfolio Managers • Representation from the Clinical Research Facilities • Additional attendees may join where relevant to the business of the group.
Administration
<ul style="list-style-type: none"> • The Group will meet weekly by teleconference • Meetings will be chaired by CSO. • Meetings will be considered quorate with attendees from a minimum of four separate organisations (such as CMT or Boards). • A brief note of agreed outcomes and action summary will be prepared after each meeting.
Reporting
<ul style="list-style-type: none"> • A copy of the outcomes and actions will be provided to the NRS Management Board
Membership
<ul style="list-style-type: none"> • Roma Armstrong (Glasgow) • Dorothy Boyle (NRS Networks) • Graeme Boyle (Tayside) • Pamela Dicks (NRS Networks) • Raymond Hamill / Frances Hines (Dunfermline Group) • Fiona McArdle (Lothian) • Alan McNair (CSO) • Steve McSwiggan (CRFs) • Susan Ridge (Grampian) • Joanne Rodger (CSO – NRS Operational Lead) • Gordon Watt (CSO - chair) • Charles Weller (CMT) • Dawn Williamson (CMT)

- Helen Newbery / Judith Godden / Bannin Jansen / Rachel Hardie (REC SOs)