

ADULT SOCIAL SERVICES



LEEDS ADULT SOCIAL SERVICES

2010

RESEARCH GOVERNANCE FRAMEWORK POLICY/PROCEDURE

BACKGROUND

The need for quality research within Health and Social Care organisations has been reaffirmed through the publication of the Department of Health's Research Governance Framework (RGF). RGF ensures a consistent approach to research governance.

The RGF requires Local Authorities to ensure that research is registered, approved and monitored under a clear structure. The main responsibility for Adult Social Services involves checking the quality and ethics of the research before allowing access to user or staff populations.

Details of the research must also be added to Leeds Adult Social Services database for monitoring.

AIM

To ensure that all employees are aware of the RGF and their responsibilities under it, and to promote the use of research for evidence-based practice.

SCOPE

The definition of research under the RGF is deliberately inclusive in order to promote a risk-based approach to assessing research type projects. Research is defined as *'the attempt to derive generalisable new knowledge by addressing clearly defined questions with systematic and rigorous method'*, this includes questionnaires, interviews, surveys, observation etc. and may involve Adult Social Services and Health employees and/or service users (or carers).

Although consultation may involve similar methods of data collection, it **does not** fall under the scope of the RGF if it is purely about the quality of, or the need for a service. Routine collection of management information, normal regular customer forums or course evaluations are therefore excluded from the RGF.

Research involving employees of Adult Social Services (whether they are conducting the research or are the research subjects) and/or service users or carers will need to fall under the scope of the RGF. This includes projects which are undertaken whilst gaining a qualification.

Any research undertaken by an external party/organisation will fall under the RGF, and will need to be monitored and reviewed by Leeds Adult Social Care Research Governance Board (RGB) even if it has already had ethical approval from an external organisation.

Anyone who is unsure whether their project falls under the scope of the RGF should contact the Research Coordinator on 0113 2476536 or at research.governance@leeds.gov.uk.

PROCEDURE		
1	Application and approval process (see appendix A for a flowchart outlining this process)	
		Person responsible
1.1	The 'RGF Application Form' (appendix B) should be completed and submitted to the Research Coordinator.	Research Leader
1.2	The proposed research will then be assessed for risk: Level 1 – Low risk (no involvement or contact with employees of Adult Social Services or partner agencies, no involvement or contact with service users, and no access to names of service users or carers). Level 2 – Medium to High risk (all external research, and internal research where the subjects are service users, carers or employees of Adult Social Services)	Research Coordinator
1.3	Proposed research which is assessed as being Level 1 risk will be approved, recorded and monitored by the Research Coordinator	Research Coordinator
1.4	Proposed research which is assessed as being Level 2 risk will be assessed by the Research Governance Board (RGB). The RGB will look at the research to make sure that it is of sufficient quality and that it does not pose any ethical issues. Consideration will be given to:	RGB

	<ul style="list-style-type: none"> - Issues of safety for the research participants and Research Leader(s) - Who the participants are - The Research Leader(s) levels of experience and competence - The nature of the information being sought - The appropriateness and nature of the methods for data collection - The quality of the research design - Issues of privacy and confidentiality - The relationship between the Research Leader(s) and participants. <p>The Board will assess the application, and then pass the information from the assessment onto the Research Coordinator, who will make a decision whether to:</p> <ul style="list-style-type: none"> a) Approve the research application (see 1.5 –1.7) b) Approve the research application with conditions – <i>in which case the Research Leader(s) may need to provide some extra information, or make some amendments and resubmit their application</i> c) Reject the research application – <i>if your application is rejected, the Research Coordinator will give you feedback on why this has happened. Please note that applications will only be rejected at this stage if there are serious concerns about the proposed methods/ethics</i> 	<p>Research Coordinator</p>
<p>1.5</p>	<p>If the RG Board approves the research, this DOES NOT automatically mean that the project can go ahead. The Research Leader also needs to get permission from the relevant service area.</p> <p>The Research Coordinator will pass the details of the research to the relevant Head of Service/Chief Officer.</p> <p>The Research Coordinator will also give the Research Leader the Head of Service’s contact details so that they can arrange a time to discuss this with them.</p>	<p>Research Coordinator</p> <p>Research Coordinator/ Research Leader</p>

Research Governance process flowchart

RESEARCH

For the purposes of the RGF, research is the 'attempt to derive generalisable new knowledge by addressing clearly defined questions with systematic and rigorous method'. This may include questionnaires, interviews, surveys, observations etc, and may involve Leeds Adult Social Services employees and/or service users/carers.



Seek your line manager's approval (and Service Manager's if the project involves people outside your team)



Contact the Research Coordinator for advice:

☎ 0113 247(6536)

✉ research.governance@leeds.gov.uk



Complete the RGF application form, available from the Research Coordinator, or from:



RISK LEVEL 1

(no involvement or contact with Adult Social Services - Service users, carers, employees or partner agencies)

RISK LEVEL 2

(ALL external research and/or research with involvement or contact with Adult Social Services - service users, carers, employees or partner agencies)

The Research Coordinator will review your application. Estimated length of review process – **5 working days**

Your application will be reviewed by the ethics panel. Estimated length of review process – **20 working days**

✓ - Application approved OR **? - Application approved with conditions** OR **X - Application rejected**

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Details of your project will be entered onto local and national research databases

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Additional information may be required, or you may need to make some amendments and resubmit your application

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The Research Coordinator will give you feedback on why your application has been rejected. Please note that applications will only be rejected at this stage if there are serious concerns about the proposed methods/ethics

Please note that a ✓ does not automatically mean that your project can go ahead. You also need to get permission from the relevant service area. The Research Coordinator will pass the details of the research to the relevant manager, and give you their contact details for you to arrange a time to discuss this with them.

The Research Coordinator will also provide you with a Research Agreement form. This MUST be signed by the relevant Adult Social Services manager, the Research Leader, the sponsor and the Research Coordinator before the research can begin.

