

A reflection on our experiences supporting our *FIRST* CCG-led study by a *FIRST* time researcher through gaining the *FIRST* (ever!) HRA approval and beyond...!

Clare Symms, Research Manager, Norfolk & Suffolk Primary & Community Care Research Office,
NHS South Norfolk CCG (Sponsor and Lead R&D)
Wendy Hicks, Out of Hospital Commissioning Manager, NHS South Norfolk CCG (CI)

This study was the result of a CLAHRC Fellowship awarded to one of our CCG Commissioning Managers. It was a multicentre study looking at interagency working within safeguarding adult boards. The researcher was new to research and we were

planning our permissions as HRA Approval Phase 1 was being implemented. As Sponsor, we decided to take the study through the HRA approvals process. We did not expect to be the very first ones through the process!

Sep-14	FELLOWSHIP AWARDED	
Oct-14		
Nov-14		
Dec-14		
Jan-15		
Feb-15	INITIAL DISCUSSIONS WITH R&D	R&D Support
Mar-15		R&D Support
Apr-15	PREPARATION OF DOCUMENTATION	
May-15	HRA SUBMISSION AND APPROVAL	
Jun-15	STUDY STARTED	
Jul-15	} INTERVIEWS	
Aug-15		
Sep-15		
Oct-15	} ANALYSIS	
Nov-15		
Dec-15	PRESENTATION TO CLAHRC	
Jan-16		
Feb-16		
Mar-16	FINAL REPORT	R&D Support
Apr-16		
May-16	DISSEMINATION	R&D Support

What was the project about?

- Qualitative study looking at interagency working within safeguarding adults boards
- Methodology – Staff Interviews
- Sites – Within Norfolk - CCGs (6); Acute Trusts (3); Community Trust (1); Mental Health Trust (1); Police; County Council
- Non-portfolio

Why did we go through HRA?

- As a learning exercise – to gain a better insight into the process of applying for, and gaining HRA approval
- To save time - it seemed more time efficient to go through HRA rather than get NHS permission at all sites

14 th May -	HRA Application / Initial Approach to sites	R&D Support
15 th May -	Acknowledgement of submission	
20 th May -	Changes Requested by HRA	R&D Support
25 th May -	Revised Documents Submitted to HRA	
26 th May -	HRA Approval	R&D Support
27 th May -	Final Documents sent to sites	

What was the experience like?

- Generally very positive - HRA were helpful, our submission was acknowledged, and approval came through in a timely manner
- The Statement of Activities / Schedule of Events gave us a few challenges
- HRA were keen to discuss with us our experience of the HRA Approval process following approval

What did we gain from the experience?

- An understanding of the process for HRA approval which we disseminated within the local R&D system
- A better understanding of the Statement of Activities / Schedule of Events
- HRA took on board our feedback and made changes to the documentation and guidance as a result
- A realisation of the importance of the HRA Assessment Criteria and Standards!

