



Protocol and Application

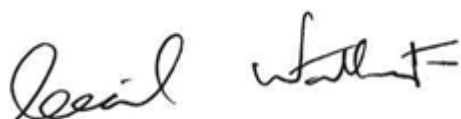
Gaining Initial Support for the Conduct of Social Work Research, Evaluation or Audit Activity within the Statutory Health and Social Care Sector

From Association of Executive Directors of Social Work

Foreword

As Executive Directors of Social Work we are committed to supporting the conduct and dissemination of robust research and evidence within our sector. This we believe will contribute to increasing the quantity and quality of social work research related activity relevant to Northern Ireland to inform policy, commissioning and practice in the delivery of services and so support better outcomes for service users and carers. This is the vision reflected within our recently produced Social Work Research and Continuous Improvement Strategy 2015-2020.

There are many competing expectations and staff are increasingly under pressure to deliver effective services amidst increasing workloads. It is important therefore that research and related activity is coordinated. We therefore very much welcome this protocol which we believe will support those researchers and staff wishing to undertake research, evaluation or audit activity by securing early agreement on support for its conduct.



Cecil Worthington

Chair of the Association of Executive Directors of Social Work

August 2015

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Introduction

This document contains the Protocol and associated Application Form (Appendix 1) on “**Gaining initial support from Executive Directors of Social Work**” It has been developed to support those researchers and staff wishing to undertake research, evaluation or audit activity by securing early agreement on support for its conduct.

To whom it applies.

This protocol applies to any individuals, teams or organisation(s) wishing to undertake social work or social care research related activity across Health & Social Care organisations Trusts or where the focus has a regional dimension.

It applies to both internal requests by staff within the Department of Health & Social Services, Health and Social Care Board, or any of the five Health and Social Care Trusts and external requests from statutory, academic, voluntary or independent sector organisations or individuals.

What else needs to be considered?

It is important to note that this protocol relates to the securing of **initial support only** for the conduct of the research, evaluation, and audit activity. It is **not** a formal agreement for the study. Following initial support a detailed proposal application will be required where appropriate to secure **funding** and necessary **governance and ethical approvals**. This includes:

- A. Research governance approval within the health and social care organisation that you plan undertake the study within. (Note each Health and Social Care Trust has a separate Committee and some have separate processes if it is an evaluation);
- B. If it is research, approval from an appropriate ethics committee (which depends on who your participants will be, the scale and the funder of the research). The Integrated Research Application form is used by Trusts in Northern Ireland. This is available at: <https://www.myresearchproject.org.uk/> A Gateway Committee administers multi-site applications;
- C. Consent from your participants and where appropriate, their carers.

If the proposal is deemed as feasible and worthwhile and it supports the regional social work research priorities then it is more likely that once these formal approvals have been secured the research evaluation or audit activity will be better facilitated and supported by health and social care. Ultimately this process is intended to secure a better outcome for all. The protocol has also been developed taking account of other developments including those of the Health Research Authority in relation to approval of research. Consequently as new developments emerge national our local protocol may also be subject to change. See HRA web link <http://www.hra.nhs.uk/resources/hra-approval-applicant-guidance/statement-activities-hra-approval/>

How to gain initial support

Role of the Social Care Research Lead

The Social Care Research Lead based at the Health and Social Care Board (HSCB) has responsibility for driving forward the regional research agenda for social work in the context of wider social care service provision.

The Process

The Social Care Research Lead will take responsibility for coordinating requests for support and approval. This coordination will involve engagement with the Department, the HSCB and the Trusts each of whom will have a single point of entry. This single point of entry is provided to help streamline the process.

The decision will relate to the focus of the application as outlined in Appendix 1 the application. It is important to clarify if it is: Policy, Commissioning, Service Development, Evaluation or Audit related. The Social Care Research Lead will liaise with relevant organisations noted above.

The Social Care Governance and Training Leads (Health and Social Care Board and Health and Social Care Trusts)* have been charged by the Executive Directors of Social Work to facilitate research activity that relates to the social work and social care.

Following receipt of the application consideration will first be given to its completeness as per the application outline components. It may also involve necessary discussions with relevant staff within the social work and social care sector.

Proposals will be sent for consideration by the Social Care Governance and Training Panel inclusive of staff with research expertise for consideration. This panel will consider research, evaluation or audit proposals six times per year -

usually in January, March, May, July, September and November. This should facilitate a timely response by Executive Directors of Social Work in relation to submissions. If there is a reasoned argument for an urgent consideration of the proposal this request will be considered.

The Social Care Governance and Training Panel in formulating their advice for Executive Directors will take into consideration the key areas as outlined in the proposal.

Is there an important and clearly defined question to be answered that relates to priorities and its timeliness?	See sections in application on <u>background and relevance</u> , <u>anticipated outcomes</u> and <u>indicative timetable</u>
Is the design and methodology robust?	See section in application on <u>methods of data collection and analysis</u>
Timelessness and practicalities	See section in application on <u>indicative timetable</u> , and <u>methods of data collection and analysis</u>
Is there evidence of engagement of professionals and service users	See sections in application on <u>methods of data collection and analysis</u> <u>Personal Public Involvement</u> and <u>Equality and Human Rights</u>
Output, dissemination and impact:	See section in application on <u>anticipated outcomes</u> and <u>indicative timetable</u>

The final decision to support the proposal rests with the Executive Directors of Social Work.

Authors/researchers will be advised of the outcome within three weeks of the panel meeting.

Forward completed application by email to:

swevidproposal@hscni.net

For queries contact: Social Care Research Lead, HSCB, Social Care and Children Directorate, Belfast BT2 8BS, Telephone 028 95363017.

Please note **do not send** this initial application for support to the Trusts' Research Ethics Committees. This will result in a delay in the process.

Related document(s)

See also the **Operational Framework – Research, Evaluation and Audit Approvals – Statutory Health and Social Care Organisations** available at: <http://www.hscboard.hscni.net/swresearch/swframework>

A copy of the Protocol is also available at:
<http://www.hscboard.hscni.net/swresearch/swrprotocol>

A copy of the explanatory leaflet is available at:
<http://www.hscboard.hscni.net/swresearch/swrleaflet>

Appendix 1

Note: Appendix 1 is available as a separate document

<http://www.hscboard.hscni.net/swreserachappendix1protocol>

Application to secure initial support from the Association of Executive Directors of Social Work for the conduct of social work related research, evaluation or audit activity

(Note: where the term research is used this also applies to an evaluation or audit study).

Please complete using Arial font 14pt

Short Title of project:

Long Title of project:

It should be immediately evident from the title what the study is about.

Please identify main research or evaluation, audit question :

|
|

Is this application from:

An individual A consortium of organisations

If a consortium of organisation please list name of each organisation involved

1.	

(Where different professional groupings are involved include the name of their organisation also).

Name and details of sponsor:

Contact details for the link person in respect of this application (for the purposes of research this is the Chief Investigator)

Title: []

Name: []

Employer's name and address: []

Telephone: []

Email: []

For others with key involvement (please add details as appropriate)

Title:	Name:	Employing Organisation:
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]

Please provide an outline of relevant research experience

Maximum words 300

Previous Work

If you have carried out any previous work that is relevant to this application please provide details.

Maximum words 250

Focus of the study. See note below* for information

Please tick the focus of the study:

	Main	Secondary (if applicable)
Policy	<input type="checkbox"/>	<input type="checkbox"/>
Commissioning	<input type="checkbox"/>	<input type="checkbox"/>
Service Development	<input type="checkbox"/>	<input type="checkbox"/>
Service Improvement	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring and Review	<input type="checkbox"/>	<input type="checkbox"/>

*Please note for information

Who considers relevance?	Policy	Commissioning	Service Development	Service Improvement	Monitoring and Review
DHSSPS	■ ■ ■ ■ ■ ■ ■ ■ ■ ■				
HSCB		■ ■ ■ ■ ■ ■ ■ ■ ■ ■		■ ■ ■ ■ ■ ■ ■ ■ ■ ■	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Trust			■ ■ ■ ■ ■ ■ ■ ■ ■ ■	■ ■ ■ ■ ■ ■ ■ ■ ■ ■	■ ■ ■ ■ ■ ■ ■ ■ ■ ■

Background and relevance of this study to health and social care research priorities (sets the context of available evidence and indicates its relevance to social work priorities)

If it does not relate to regional research priorities please outline why the study is perceived as important:

Within this section please indicate the level of discussion that has taken place with key health and social care staff and with whom.

Maximum words 300

Proposal outline (this should be written so it is easily understood by someone with limited knowledge of the topic. Include also an outline of the study design for example experimental, quasi-experimental, survey, focus group, interviews or documents).

Maximum words 400

Methods of data collection and analysis

Maximum words 500 (to include sampling, data access, ethical issues and ethical approvals, data collection and analysis. Please also include within this section roles and resources involved in data collection).

Social Work professional input

Please outline how social work expertise will be utilised and what stages at the study cycle

Maximum words 150

Personal and Public Involvement (PPI) and Equality and Human Rights Issues

Please outline how service users, carers and the public have had any involvement in this application to date:

Please describe how service users and carers will continue to be involved in this study, in for example, its design, conduct, analysis or dissemination:

In what way does the study contribute to the promotion of equality of opportunity and human rights?

Maximum words 500

Anticipated outcomes

Please describe the outcomes for the study which will reflect the study's aims. Include the benefits to both service users and carers and to health and social care organisations.

Maximum words 150

Dissemination

Outline how the outcomes of the study will be disseminated. Include the consideration of accessibility for practitioners and service users and carers.

Maximum words 100

Please provide an indicative timetable

[]

Funding

Please indicate the funding source and anticipated budget

[]

Please provide a project budget summary (to also include any costs to health and social care organisations in facilitating the research)

[]

[]

Justification for Funding

Please provide a project budget summary to also include any costs to health and social care organisations associated with the additional support identified in previous section.

Additional Support

It is anticipated that the following local capabilities and capacity will be required locally in order to deliver the study (for example focus groups, record retrieval, Personal and Public Involvement (PPI), questionnaire completion.

Maximum words 100

Signed: |

|

Name in block capitals: |

|

Date: | |

Forward completed application by email to:

swevidproposal@hscni.net

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