Local Portfolio Management System - Frequently Asked Questions

1. **What is a Local Portfolio Management System?**
   o A Local Portfolio Management System (LPMS) is a web-based IT system that enables staff in NHS organisations in Wales to capture research related data. This supports the ability to manage research set up and delivery effectively through a national IT system.
   o Across the UK, there are 5 different local portfolio management systems used by NHS organisations. These include EDGE, R-PEAK, ReDA3, Documas and STUDY-LINE.
   o A local portfolio management system is intended to:
     ▪ Support the efficient recording and retrieval of research related data
     ▪ Aid in study performance management and monitoring (supporting the delivery studies to the agreed target)
     ▪ Provide a repository for research study documentation
     ▪ Reduce duplication of several processes and systems used to record different research related data by having this captured in one system (e.g. research set up data like confirmation of capacity and capability; recruitment targets and updated recruitment numbers; site activation or initiation date, etc)
     ▪ Provide monthly research activity insight and facilitate the production of helpful business intelligence with more timely data
     ▪ Integrate with other research systems in use across the UK, enabling data exchange
     ▪ Support other research related information management, including supporting the Expressions of Interest (EoI) process and One Wales contracts and costings review.

2. **What local portfolio management system are we using in Wales and why?**
   o Wales’ LPMS is ReDA3. The terms LPMS and ReDA3 are used interchangeably but mean the same thing.
   o This system was selected through a procurement process in 2016. All NHS organisations in Wales and the Support & Delivery Centre worked together to develop the specifications, going out to tender and selecting the successful provider, Infonetica.

3. **When will I need to start collecting research related data in LPMS?**
   o The system implementation took place between June 2017 and November 2018 and as such, organisations have been using the system for various lengths of time.
   o In September 2018, all NHS organisations who had already implemented the system were required to start capturing recruitment data in LPMS.
   o In order to ensure there are key data items that are captured consistently across Wales, a mandatory list of data items has been developed for Wales as part of a...
standard operating procedure (the All Wales LPMS SOP). The SOP was launched as consultation in use and all data highlighted must be collected in LPMS for all studies from 1 April 2019.

4. **What is the LPMS standard operating procedure?**
   - The LPMS SOP defines the procedure, roles and responsibilities for the Health and Care Research Wales Support & Delivery partners using LPMS, to be implemented by all NHS Wales organisations on 1 April 2019.

5. **What is Wales’ minimum data set (MDS)?**
   - This is the core mandatory set of data items to be captured within LPMS for all studies in Wales.
   - A summary table listing the minimum data set items is included within the LPMS SOP, with further detailed information, including definitions, provided in a separate Wales MDS document.
   - Note that individual NHS organisations may want to routinely capture additional data outside of the minimum data set in LPMS, based on local decisions and priorities.

6. **Who decides how we should use LPMS in Wales?**
   - The Research Systems Advisory Group, previously the LPMS Change Advisory Group, is made up of representatives from the majority of NHS organisations in Wales. The representatives are very familiar with the system and provide advice, guidance and recommendations for work that needs development. We also consult widely where we can to ensure that all system user perspectives are taken into account.
   - The Research Systems Advisory Group reports to the Support & Delivery Change Management Board, which signs off on all major changes in Wales.
   - Where UK work impacts on developments in Wales, we link in with the relevant colleagues leading the LPMS work in the other UK nations.

7. **How do I know what data I am responsible for entering for the studies that I am running or supporting?**
   - If you are recruiting to a research study (portfolio and non-portfolio, commercial and non-commercial), then you will need to enter data about those studies into LPMS.
   - You may need to enter data if you are supporting a research study in other ways. Your R&D department will let you know what role you play in the process.
   - The R&D department in NHS organisations is also responsible for using LPMS to capture other study related data, particularly related to study set up and confirmation of capacity and capability.

8. **How will data for primary care studies be entered into LPMS?**
   - A large proportion of NHS organisations requested support with capturing primary care data in LPMS.
   - The Support & Delivery centre will support the collation and entry of primary care data into LPMS.
   - The process is currently in development and once tested and confirmed, further communication will be provided and this document updated accordingly.
9. How can I suggest changes to the LPMS SOP or Wales MDS?
   - LPMS SOP and Wales MDS will be further developed whilst it is being used, so please send any queries or suggestions via your representative on the Research Systems Advisory Group or via email direct to Research-information@wales.nhs.uk. Your R&D office will have the details of who your group representative is, so please contact them.

10. What is CPMS?
   - The Central Portfolio Management System (CPMS) is a web-based IT system that is used to manage UK Portfolio study information. CPMS includes study summaries for all Health and Care Research Wales Health and Care Portfolio studies, together with key site-level information including recruitment figures.

11. How are LPMS and CPMS related?
   - Providers of LPMS are required to link their systems to CPMS to ensure that key study, site and recruitment information is kept in line for UK Portfolio studies. A number of interfaces have been developed between LPMS and CPMS to ensure study-level information managed in CPMS can flow into LPMS and site-level information managed in LPMS can flow into CPMS.

12. How does the link between LPMS and CPMS impact on entering monthly recruitment figures for studies I am involved with or supporting?
   - Monthly recruitment figures for the majority of Portfolio studies will be captured in LPMS and flow into the Central Portfolio Management System rather than having to be uploaded from spreadsheets by central study teams.
   - Central study teams will review and confirm, or query monthly recruitment figures received through LPMS.
   - This information will be sent back to LPMS for local study teams to review and correct any data queries raised.
   - The National Institute for Health Research (NIHR) has produced a short video to explain how this will work and how the change will affect researchers and support staff across the country.

13. When will LPMS monthly recruitment figures start feeding into CPMS?
   - LPMS monthly recruitment figures start to flow into CPMS after the 2018/19 recruitment data-cut (26 April 2019), however the switch-over date has yet to be confirmed. This FAQ will be updated to reflect the confirmed switch-over date once known. LPMS recruitment data from April 2019 will flow into CPMS as part of the switch-over and so organisations should ensure that recruitment is recorded in LPMS for all portfolio studies from April.

14. Can amendments be made to historical CPMS recruitment data after the switch-over to feeding LPMS recruitment data into CPMS?
   - Central study teams will continue to be able to correct 2018/19 recruitment data in CPMS using the manual spreadsheet upload process, however any changes required to recruitment data from April 2019 will need to be made in LPMS.
15. How do we count recruitment for studies which require potential participants to consent to screening before taking part in the study?

- Recruitment is defined as the enrolment of an individual person meeting specific inclusion criteria into a research study. Each study participant who has both provided informed consent to join a study and is taking part in the study (i.e. participants who count towards the sample size of the study as set out in the study protocol), should be recorded as a participant in LPMS.
- If the study protocol requires potential participants to give their consent to take screening tests, then they should only be recorded on LPMS as a recruit once it is confirmed they have met all the eligibility criteria and are taking part.
- A question has been raised about how the effort and time involved in some studies requiring consent for pre-participation can be recorded to reflect the work involved. This query will be investigated further and a response provided in an updated version of this document.