Frequently Asked Questions (FAQs)
Local Portfolio Management System (LPMS)

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**Why do we need to provide you with our monthly recruitment data?**

A change to the UK-wide process for recording research recruitment activity has resulted in the responsibility for uploading this data moving from the central study team (e.g. Chief Investigator/Study Manager) to now sit with local research teams who are running the research study at a specific location.

The Support and Delivery Centre has agreed to upload this data on behalf of practices to help reduce the research admin burden placed on practices and also improve general oversight of primary care research activity in Wales.

This data is important as it demonstrates the levels of research activity across Wales to research communities both internally and to the rest of the UK. This data is also essential in the payment of Support Costs as it informs the funding team of how much reimbursement should be paid to each primary care location (i.e. general practices, dental practices, community pharmacy, and community optometry).

**Why do we need to provide the various study dates and targets?**

This helps provide the Support and Delivery Service (i.e. local R&D teams and Support and Delivery Centre) with more detailed oversight of the primary care studies running across Wales and gives an indication on how well studies are performing. This will also help aid the Support and Delivery Service in assessing what levels of support may be required by locations to deliver a study and, where available, offer support for these studies.

**How do we provide you with this data?**

Primary care locations can provide the Support and Delivery Centre with their monthly research recruitment activity by completing the proforma which will be sent out to locations. Completed proformas can be returned via research-primarycare@wales.nhs.uk

**Why is there a short period between receiving the proforma and the proposed deadline for return?**

A full calendar month’s data should be uploaded on each occasion and the Primary Care
Research Team need to upload practices’ recruitment information ready for central verification by the fifth working day of the following month.

This is a UK agreed deadline enabling central study teams to verify data as close to the end of the previous month as possible. As a result this does create a short period for practices to provide a full month’s data and information to be uploaded.

**Can this period of time be extended?**

Unfortunately we can’t extend the time period between month ending and the deadline for uploading recruitment data. However we may be able to increase the time that practices have access to their proforma. We will monitor timelines as the process beds in and consider changes where feasible.

This alternative option involves circulating proformas at the beginning of each month allowing practices to either add relevant information throughout the month or wait until the end of the month to add this information in one go.

**What if we are unable to provide you with this data?**

If a location does not provide data, then LPMS will record the locations activity as 0 for the month. If recruitment has taken place, then this will likely generate a data query requiring additional clarification between the Primary Care team and location. In turn this may delay Support Cost payments being made to the location.

If these timelines are not feasible, then we are happy to discuss potential alternative options with the location.

**What if we don’t know how many patients have been recruited?**

There will be some studies where practices won’t know recruitment figures. Examples of these are Patient Identification Centre (PIC) studies where recruitment doesn’t take place at the practice.

There is a UK-wide agreement that these type of studies will continue to be uploaded via central study teams. These studies are often referred to as ‘Manual RA Upload’.

**We are having difficulties completing this proforma, who can we speak to?**

If you are having any problems completing the proforma, please email research-primarycare@wales.nhs.uk or phone 02920 230457 and a member of the team will help you.

**I am unable to input any data onto the proforma.**

On some occasions, the proformas are opening as 'Read Only'. This will be shown at the very top of the screen in brackets after the name of the file (e.g. 'MDS Primary Care Specific Proforma V2.5 Practice Name July 19 [Read Only]').

If the proforma has opened as read only, then you can save the proforma onto your computer. This should then make it editable where you can add information onto the proforma.