

## Primary Care Research Incentive Scheme (PiCRIS) 2015/16 - Guidance

**Circulation for Action:** General Practices in Wales

**Deadline:** **Friday 27<sup>th</sup> November 2015**

### 1. Purpose

This document provides guidance to general practices in Wales on how to apply for funding from the Health and Care Research Wales Support Centre, offered to increase capacity in primary care in Wales to support high quality research.

### 2. Introduction

The Division for Social Care and Health Research (DSCHR), Welsh Government, commissions and funds an infrastructure to support excellence and capacity building in health and social care R&D across Wales. Primary care research is seen as a key area of strength in Wales, and funding is being provided to support and incentivise research activity in primary care settings.

PiCRIS was first piloted in 2012/13 by NISCHR AHSC, generating a positive response from the research community in Wales. As a result, the scheme has been run annually since and it is hoped that PiCRIS will continue to run on an annual basis.

PiCRIS is administered and managed by the Health and Care Research Wales Support Centre (previously NISCHR AHSC).

### 3. Aim of the Funding Scheme

The aim of PiCRIS is to increase capacity in primary care in Wales to support high quality research.

This funding scheme aims to engage general practices in research and help practices to access the necessary training and support required to embed research into their day to day work. This increase in research capacity in primary care can lead to greater support for studies being hosted in Wales, and thereby a greater number of participants being recruited into high quality non-commercial and commercially sponsored studies in primary care.

PiCRIS is part of the overall DSCHR funded support available for primary care research which includes:

- the centralised primary care service support cost budget managed by the Health & Care Research Wales Support Centre;  
<http://www.healthandcareresearch.gov.wales/nhs-randd-funding-policy/>
- the Health and Care Research Wales Workforce  
(<http://www.healthandcareresearch.gov.wales/workforce/>)

The Support Centre will facilitate links, wherever appropriate, to other parts of the Health and Care Research Wales infrastructure, on behalf of general practices participating in PiCRIS.

#### **4. Details of the Funding Call**

##### **Eligibility**

The scheme is open to any general practice in Wales, currently active or interested in research and planning to recruit participants into research studies which are eligible for the Health and Care Research Wales Clinical Research Portfolio (CRP) and/or are commercially sponsored.

General practices successful in receiving PiCRIS funding are expected to be in a position to fulfil the requirements relating to their particular funding award, as set out in Appendix 1.

Please note that practices allocated funding in previous PiCRIS calls (2012/13, 2013/14, 2014/15) may apply for any level of funding in 2015/16.

If the scheme meets its objectives, the aim is to widen eligibility for this scheme in future years to include other practices in primary care such as Pharmacy, Dentistry and Optometry practices.

##### **Timescale**

PiCRIS is an annual scheme, with indicative timings as follows:

- **September/October:** Launch call
- **November:** Application deadline
- **January/February:** Award confirmation
- **March:** Payment of award
- **April:** Award commencement

All general practices awarded funding will receive their payment in full by the end of March 2016 in preparation for the beginning of the award period of 01 April 2016.

## PiCRIS Levels

General practices in Wales are invited to apply for funding at one of the four levels:

PiCRIS level	Expectation of research activity	Financial award
Affiliate	There is no set target for study delivery and practices have access to all benefits except the PiCRIS financial award (see section 5 for benefits)	£0
Level 1	Practices are expected to recruit into 2 or more studies during the funding period and have access to all benefits	£1,500
Level 2	Practices are expected to recruit into 5 or more studies during the funding period and have access to all benefits	£4,000
Sessional	Practices are expected to recruit into 7 or more studies during the funding period and have access to all benefits	Up to £8,500

Please note that practices can only apply for **one level** as part of the funding call.

Practices wishing to apply for **Affiliate level** can do so at any point during the year. A simple and brief online application form has been developed specifically to facilitate applications for Affiliate level. The form can be accessed [here](#).

Affiliate practices will remain as such, unless they choose to apply for funded PiCRIS levels or advise the Support Centre that they no longer wish to be part of the scheme. There is no requirement to re-apply for Affiliate status each year.

Practices applying for a **funded** PiCRIS level (i.e. Level 1, Level 2 or Sessional) should do so through the funding call, which is planned annually. Indicative timings for the funding call process are included above.

It is hoped that successful affiliate, Level 1 and Level 2 practices will aspire to move towards becoming Sessional Practices over time, as they become more research active.

### **Additional Information for Practices Applying for Sessional status**

Sessional funding can be used to cover time spent by any individual employed by the practice on Clinical Research Portfolio study or commercial study activity. This may include activity which is research related and not associated with a specific research study (for example, time for research training and to ensure compliance with legal and governance issues). The funding can also be used for research infrastructure staff costs to suit the practice, such as a named GP, Practice Nurse, Practice Manager, Data Manager, Research Lead or other named practice administration staff, who will be working to enter patients into research studies.

Wherever possible, standard and consistent costings across Wales are applied for the costs of protected time for NHS staff. As such, GP practices, who are applying for sessional funding should use the standard costings below:

<b>Practice Staff</b>	<b>Sessions</b>	<b>Cost Guidance</b>
GP	1 session every 2 weeks	£6,000
Nurse/ Practice Manager	1 session per week	£5,000
Administrator/ Data Officer	1 session per week	£2,000

\*Please note that these costs reflect salary and on-costs only.

Please note that it is possible to request sessional funding for more than one member of staff (any mix of staff type is acceptable) within the practice, provided that a clear rationale for the funding request is provided and that the total funding requested does not exceed the financial award for sessional practices outlined above. Please also note that the practice may be awarded a different level of funding than it applied for.

## **5. Benefits of becoming a Health and Care Research Wales Research Practice**

There are a number of benefits to becoming a Health and Care Research Wales Research Practice through PiCRIS:

- A PiCRIS financial award
- Membership of the network of Research Practices across Wales
- Ongoing mentorship from one of 4 mentors
- Access to a training programme provided by the Support Centre
- Funding to gain RCGP Research Ready Accreditation status
- Peer support from other Research Practices
- Opportunity to develop or increase revenue through starting or increasing participation in commercial research studies

## **6. Requirement for NHS Organisation Support**

As Wales has an integrated healthcare system, NHS Health Boards have responsibility for the management and development of primary care. **All applications will require a commitment of support from the R&D Director in the appropriate Health Board. Demonstration of this commitment will be requested within the application form.** A list of Health Board R&D Directors and R&D Office contact details can be found in Appendix 2.

## 7. How to Apply

Application forms should be submitted electronically, with e-signatures, to your R&D Manager (contact details in Appendix 2). The deadline for submission of applications from R&D offices to the Support Centre is **Friday 27<sup>th</sup> November 2015**. **Applications received after the deadline will not be assessed.**

## 8. Process of Assessment

Funding applications will be considered by the PiCRIS Advisory Group. The panel will include representatives from the Support Centre, research active practices, the Workforce, primary care researchers, the Royal College of General Practitioners (RCGP), and representatives from other primary care practitioners. The decision made by the funding panel is final and is not open to appeal.

Applications will be assessed using the information provided in the application form, against the following criteria:

- The quality and content of the application
- The feasibility of the practice being able to fulfil the requirements relating to their particular funding award, as set out in Appendix 1
- The practice's scope/ commitment to recruit to the CRP and/or commercial research studies in primary care
- The research environment within the practice and commitment from the practice team to engage and participate in high quality research
- The practice's capacity and capability to undertake research
- Support of the application from the NHS organisation

For Sessional Practices, past performance, recruitment and past levels of activity generated by the Support Centre via the Clinical Research Portfolio will be reviewed, as will predicted performance within the funding period in order to assess the merits of each application.

If the PiCRIS Assessment Panel decides not to support a practice at the level requested, the practice will be considered for support at the next level down.

Final decisions will be announced during January/February. If this timescale changes for any reason, the Support Centre will contact all applicants via their R&D Office. Unfortunately, due to the nature of the call and capacity available, the Support Centre will not be able to provide feedback to applicants.

## 9. Reporting and Performance Management

For all funded practices, the Support Centre will review the research activity of the practice throughout the funding period, providing support where necessary to achieve expected activity levels. The precise criteria and performance measures for each level are attached in Appendix 1.

The Support Centre will regularly monitor the number of studies a practice is participating in, and the number of patients practices have recruited into studies, using data generated from the Clinical Research Portfolio and the Commercial

Research Register. Practices may be contacted over the course of the award period (e.g. for information on participation in Good Clinical Practice (GCP) training, and on gaining Research Ready Accreditation).

For funded practices, the Support Centre will also require a brief progress report during the year and an annual report at the end of the funding period, for which they will provide a template. The activity levels of each funded practice will be assessed relative to the level of funding it has received.

The Support Centre operates a pragmatic performance management process and pro-actively discusses issues with practices, offering support to resolve any such issues. If however a practice consistently fails to meet the activity levels expected of it, the Support Centre may consider disallowing an application for funding in the following year.

### **10. Additional information**

All GP practices engaged in non-commercial research are able to access service support costs for studies undertaken. For more information please visit: <http://www.healthandcareresearch.gov.wales/nhs-randd-funding-policy/>

In addition, GP practices participating in the PiCRIS scheme will be able to access a [training programme](#) for practice staff, through the Support Centre.

The Division for Social Care and Health Research (DSCHR), Welsh Government funds the Secure Anonymised Information Linkage (SAIL) databank – a cutting-edge system that enables research and analysis of anonymised, routinely collected data in a safe and secure way.

The SAIL databank already provides secure access to a wide range of linked, routinely collected data for research purposes, including data from GP practices in Wales. SAIL has active support from both researchers and GPs, and practices involved in the PiCRIS scheme should consider signing up to providing data to SAIL, supporting efforts to make Wales a first-class venue for health research. Further information on SAIL can be found at <http://www.saildatabank.com/> The Health and Care Research Wales website also contains specific guidance for general practices on the provision of data to SAIL.

Additionally, Health and Care Research Wales has also launched a new initiative to increase awareness and public engagement with health and social care research. **HealthWise Wales** offers the opportunity for everyone in Wales aged 16 or over to take part in research for better health, care and wellbeing. The ambition is to create a unique partnership between the public and researchers, where everyone can be active and equal contributors to the research agenda, not only as participants but as priority-setters and deliverers. The HealthWise Wales team will be contacting practices involved in the PICRIS scheme to share information and ask for support in promoting the initiative. Further information is available at:

<http://www.healthwisewales.gov.wales>

## **Further Information/Queries**

If you would like to discuss your application prior to submission, you may contact Iain Reid, Health and Care Research Wales Support Centre Projects & Performance Officer: [Iain.Reid@wales.nhs.uk](mailto:Iain.Reid@wales.nhs.uk)

Alternatively you may wish to discuss your PiCRIS application with one of the PiCRIS Mentors:

### **PiCRIS Mentors**

Melissa Van der Bijl, North/Mid Wales

[Melissa.VanDerBijl@wales.nhs.uk](mailto:Melissa.VanDerBijl@wales.nhs.uk)

Mel Davies, South East Wales

[Mel.Davies@wales.nhs.uk](mailto:Mel.Davies@wales.nhs.uk)

Mark Williams, South East Wales

[Mark.Williams@southwales.ac.uk](mailto:Mark.Williams@southwales.ac.uk)

Dr. Mark Davies, South West Wales

[Mark.Davies17@wales.nhs.uk](mailto:Mark.Davies17@wales.nhs.uk)

## Appendix 1 – Performance Requirements for PiCRIS

### Performance Requirements for Practices funded by the Primary Care Research Incentive Scheme (PiCRIS)

The information set out below details the performance requirements at each of the funded PiCRIS levels.

***Please note:***

**For affiliate practices, there are no performance metrics that need to be met.** Affiliate practices have access to the support and expertise provided by the Health and Care Research Wales team, PiCRIS mentors and other key stakeholders. The completion of the Research Development Plan and Research Capability Statement at this level is optional.

**A key requirement for anyone involved in the conduct of clinical research is Good Clinical Practice (GCP) training. GCP is the standard and guidelines to which all research is conducted.** Everyone involved in the conduct of clinical research must have training to ensure they are best prepared to carry out their duties. This is laid down in the Research Governance Framework for Health and Social Care (Second Edition) 2009, covering all research in the NHS in Wales, and in law for those people working on clinical trials. The principles of GCP state that: Each individual involved in conducting a trial should be qualified by education, training and experience to perform his or her respective task(s). 2.8, E6 Guideline for Good Clinical Practice.

GCP training is therefore a general requirement and not one specific to PiCRIS. In order to audit that this requirement has been met by staff undertaking research in practices involved in the scheme, the Health and Care Research Wales Support Centre will collate information on attendance on its Wales wide training programme. Practices may also undertake GCP training on line, by accessing the link: [CRN Learn](#)

**Practices receiving Level 1, Level 2 or sessional funding under the scheme are expected to meet performance indicator in line with their funding level.** These are set out in the table below. Note that:

- Practices should aim to undertake a balanced portfolio of studies (observational and interventional; commercial and non commercial, PIC and research site activity). It would therefore not be expected that a practice undertakes a significantly higher amount of any one type of study.
- Activity as a Participant Identification Centre (PIC) is a valid research activity. However, for Sessional practices, this should not account for more than 1 of their 7 studies.

**PiCRIS Key Indicators:**

Funding Level	Expected Activity Level Aim to recruit into:			Completion of Research Development Plan & Research Capability Statement	Attendance at Good Clinical Practice training	General Expectation of Compliance
	≥ 2 studies	≥ 5 studies	≥ 7 studies			
Level 1	✓			✓	✓	<ul style="list-style-type: none"> <li>• Consider undertaking RCGP Research Ready Accreditation</li> <li>• Engage as required with Health and Care Research Wales and PiCRIS Regional Mentors</li> <li>• Be open to participating in any Clinical Research Portfolio (CRP) and/or commercial study, which the practice is approached with</li> </ul>
Level 2		✓		✓	✓	
Sessional			✓	✓	✓	<p>In <i>addition</i> to the above:</p> <ul style="list-style-type: none"> <li>• Contribution of research staff within the practice to primary care research and recruitment in a wider context. This could include attending research meetings and events including national meetings of research funding bodies</li> <li>• speaking at local primary care events to raise awareness of PiCRIS</li> <li>• undertaking feasibility/pilot work e.g. database searches</li> <li>• 'mentoring' and support of other local practices</li> <li>• promoting and taking part in commercial research</li> </ul>

## Appendix 2: Research and Development Directors /Managers by organisation

Name	Organisation	Job Title	Postal Address	E Mail Address	Telephone/Fax No.
Professor Stephen Bain	ABM University Health Board	Assistant Medical Director (R&D)	C/o R&D Department Morrison Hospital Swansea, SA6 6NL	<a href="mailto:s.c.bain@swansea.ac.uk">s.c.bain@swansea.ac.uk</a>	Tel: 01792 704056
Jemma Hughes	ABM University Health Board	Research and Development Manager	ABM University Local Health Board Clinical Research Unit Morrison Hospital Swansea SA6 6NL	<a href="mailto:Jemma.hughes@wales.nhs.uk">Jemma.hughes@wales.nhs.uk</a>	Tel: 01792 530890
Sue Bale	Aneurin Bevan University Health Board	Research and Development Director	Llanfrechfa Grange Hospital Llanfrechfa Cwmbran Gwent, NP44 8YN	<a href="mailto:Sue.Bale@wales.nhs.uk">Sue.Bale@wales.nhs.uk</a>	Tel: 01633 623549
Jeanette Wells	Aneurin Bevan University Health Board	Research and Development Manager	Aneurin Bevan Local Health Board Postgraduate Centre The Friars Friars Road Newport NP20 4EZ	<a href="mailto:Jeanette.Wells@wales.nhs.uk">Jeanette.Wells@wales.nhs.uk</a>	Tel: 01633 623481
Dr Nefyn Williams	Betsi Cadwaladr University Health Board	Director of Research and Development	Wrexham Maelor Hospital Croesnewydd Road Wrexham LL13 7YP	<a href="mailto:Nefyn.Williams@wales.nhs.uk">Nefyn.Williams@wales.nhs.uk</a>	Tel: 01978 727502
Lona Tudor Jones	Betsi Cadwaladr University Health Board	Research and Development Manager	Wrexham Maelor Hospital Croesnewydd Road Wrexham LL13 7YP	<a href="mailto:Lona.TudorJones@wales.nhs.uk">Lona.TudorJones@wales.nhs.uk</a>	Tel: 01352 718382

<b>Name</b>	<b>Organisation</b>	<b>Job Title</b>	<b>Postal Address</b>	<b>E Mail Address</b>	<b>Telephone/Fax No.</b>
Prof Christopher Fegan	Cardiff and Vale University Health Board	Director of Research and Development (acting)	Llandough Hospital Cardiff CF64 2XX	<a href="mailto:Christopher.Fegan@wales.nhs.uk">Christopher.Fegan@wales.nhs.uk</a>	Tel: 029 20 743742
Jane Jones	Cardiff and Vale University Health Board	Research and Development Manager	Cardiff and Vale University Local Health Board 2nd Floor TB2 Room 3 University Hospital of Wales Heath Park Cardiff, CF14 4XW	<a href="mailto:Jane.Jones17@wales.nhs.uk">Jane.Jones17@wales.nhs.uk</a>	Tel: 02920 744492
Dr John Geen	Cwm Taf University Health Board	Associate Medical Director for R&D	Cwm Taf Local Health Board Biochemistry Department Pathology Prince Charles Hospital Gurnos Estate Merthyr Tydfil CF47 9DT	<a href="mailto:John.geen@wales.nhs.uk">John.geen@wales.nhs.uk</a>	Tel: 01685 728265
Susan Kedward	Cwm Taf University Health Board	Research and Development Manager	Royal Glamorgan Hospital   Ynysmaerdy Llantrisant Rhondda Cynon Taf CF72 8XR	<a href="mailto:Susan.kedward@wales.nhs.uk">Susan.kedward@wales.nhs.uk</a>	Tel: 01443 443421
Dr Keir Lewis	Hywel Dda Health Board	Director of R&D	Respiratory Department/Asthma Centre Prince Philip Hospital Llanelli, SA14 8QF	<a href="mailto:k.e.lewis@swansea.ac.uk">k.e.lewis@swansea.ac.uk</a> <a href="mailto:Keir.Lewis@wales.nhs.uk">Keir.Lewis@wales.nhs.uk</a>	Tel: 01554 783133 (Secretary)
Lisa Seale	Hywel Dda Health Board	Senior Research and development manager		<a href="mailto:Lisa.Seale@wales.nhs.uk">Lisa.Seale@wales.nhs.uk</a>	Tel.01554 779308

<b>Name</b>	<b>Organisation</b>	<b>Job Title</b>	<b>Postal Address</b>	<b>E Mail Address</b>	<b>Telephone/Fax No.</b>
Kevin Smith	Powys teaching Health Board	Head of Pharmacy and Research and Development	Medicines Management Department Powys (teaching) Local Health Board Mansion House Bronllys, Brecon, Powys, LD3 0LS	<a href="mailto:Kevin.smith2@wales.nhs.uk">Kevin.smith2@wales.nhs.uk</a>	Tel: 01874 712641
Gemma Beynon	Powys teaching Health Board	Research Governance Co-ordinator	Mansion House Bronllys, Brecon, Powys, LD3 0LS	<a href="mailto:Gemma.Beynon2@wales.nhs.uk">Gemma.Beynon2@wales.nhs.uk</a>	Tel: 01874 712638
Mark Bellis	Public Health Wales	Director of Policy, Research and Development	Public Health Wales 4th Floor 14 Cathedral Road Cardiff, CF11 9LJ	<a href="mailto:Mark.Bellis@wales.nhs.uk">Mark.Bellis@wales.nhs.uk</a>	Tel: 02920 227744
Kathryn Ashton	Public Health Wales	Research and development co-ordinator	1 Charnwood Court, Heol Billingsley, Parc Nantgarw Treforest Cardiff CF15 7QZ	<a href="mailto:Kathryn.Ashton2@wales.nhs.uk">Kathryn.Ashton2@wales.nhs.uk</a>	Tel: 02921 841937
Professor Peter Barrett-Lee	Velindre NHS Trust	Interim Medical Director and Joint R&D Trust Board Lead	Velindre Cancer Centre Whitchurch Cardiff CF14 2TL	<a href="mailto:Peter.barrett-lee@wales.nhs.uk">Peter.barrett-lee@wales.nhs.uk</a>	Tel: 02920 615888 Ext 6384 (Secretary)
Sarah Townsend	Velindre NHS Trust	Trust Research and Development Manager	R&D Office Velindre NHS Trust 3rd Floor 14 Cathedral Road Cardiff, CF11 9LH	<a href="mailto:Sarah.townsend@wales.nhs.uk">Sarah.townsend@wales.nhs.uk</a>	Tel: 02920 196165 (Secretary)
Richard Whitfield	Welsh Ambulance Service	Research and Development Manager	Welsh Ambulance Service NHS Trust Pre-hospital Emergency Research Unit (PERU) Finance Building Lansdowne Site Sanatorium Road Cardiff, CF11 8PL	<a href="mailto:Richard.whitfield@wales.nhs.uk">Richard.whitfield@wales.nhs.uk</a>	Tel: 02920 932903