



2022 UK CRF Network Conference Programme

Day 2 workshops

Morning sessions (2 hours)

Time	Title	Delivered by	Learning outcomes
All: 10:00 - 1200	<p>Public and Patient Involvement:</p> <p>-Session a. Developing online training – the Manchester experience</p> <p>-Session b. Public Involvement in Research M-Level - taster session</p>	<p>Bella Starling – Director of Vocal, Manchester University NHS FT</p> <p>Mel Hughes - Academic Lead for the PIER (Public Involvement in Education and Research), Bournemouth University</p>	<p>Session a. Attendees will:</p> <ul style="list-style-type: none"> • Learn about the inclusive research eLearning course developed by NIHR Manchester CRF and how it was co-developed with their Black, Asian and Minority Ethnic Research Advisory Group (BRAG). • Experience an in-person taster session of the training. <p>Session b. Attendees will:</p> <ul style="list-style-type: none"> • Be introduced to and experience a taster session from the CPD unit titled ‘Public Involvement in Research’. This is a 20 credit Master level unit that is available at Bournemouth University.
	<p>Intro to ATIMPs: clinical planning and management: Sharing best practice</p>	<p>Michelle Davies - Interim Operational Lead, The Christie NIHR Clinical Research Facility (Manchester)</p> <p>Patricia Clarke – Research Nurse, Glasgow CRF</p>	<p>Attendees will:</p> <ul style="list-style-type: none"> • Know the different advanced therapies (product types) currently being delivered in clinical trials. • Gain an insight into the science of ATMPs – why they are being used and how they work. • Understand the safety profiles of common ATMPs. • Grasp the health and safety challenges associated with common ATMPs. • Gain skills in needs and gap analysis of their CRF’s capacity and capability to safely deliver the clinical aspects of ATMP studies. • Know the resources that are available to support ATMP introduction into institutions.
	<p>Be Prepared: Ensuring your CRF is Inspection Ready</p>	<p>Sarah Ruiz - Quality Assurance Manager, NIHR GSTT CRF</p> <p>James Gibson – Quality Assurance Lead, Edinburgh CRF</p>	<p>Attendees will:</p> <ul style="list-style-type: none"> • Gain an understanding of the regulatory inspection process • Learn how to review their organisational structure and quality system and plan accordingly for an inspection. • Be introduced to a model Inspection Readiness Tool and learn how to modify and use it for their organization. • Learn basic inspection interview techniques and how to respond to common inspection questions • Gain an insight into the logistics of hosting and coordinating an inspection.



	<p>Scoping exercise to develop a bespoke CRF Manager leadership programme (invite only)</p>	<p>Elka Giemza - CRF Manager, NIHR Wellcome Trust King's CRF</p> <p>Capfinity representative</p>	<p>Attendees will participate in a session to inform the development of a bespoke UKCRF Network CRF Manager Leadership programme. Attendees will have the opportunity to engage with the developers and prioritise the content for the programme.</p> <p>By sharing ideas, expertise and experience the session will:</p> <ul style="list-style-type: none"> • Identify key skills that are vital to success in the role of CRF Manager. • Identify areas for knowledge development within the CRF Manager workforce. • Agree training methodologies best suited to the role and post holders. • Agree learning outcomes for the training programme.
	<p>Managing study start up effectively and efficiently</p>	<p>Stephen Saich - CRF Clinical Research Project Manager, NIHR Wellcome Trust Clinical Research Facility</p> <p>Lisa Berry - Lead Matron, Southampton CRF</p>	<p>Attendees will:</p> <ul style="list-style-type: none"> • Understand the key elements of a robust clinical and operational feasibility assessment. • Understand the potential barriers to efficient study set up and learn how to mitigate these. • Learn how to apply intensity tool template to the broader study review and planning process – eg. costing, forecasting activity, planning staffing etc. • Learn how to manage Principal Investigator and Sponsor expectations for study delivery and recruitment targets. • Understand how thorough feasibility can impact study costing, including identification of key additional costs. • Introduce UHS Study Set-up and Delivery Tool • Edge workflows and their role in study set-up.
	<p>UKRD Finance Guidelines: their relevance to and impact on the UK CRF community</p>	<p>Ian Brown - Finance Manager - Research, Sheffield Teaching Hospital NHS Foundation Trust</p>	<p>Attendees will:</p> <ul style="list-style-type: none"> • Gain an understanding of the regulatory inspection process. • Learn how to review their organisational structure and quality system and plan accordingly for an inspection. • Be introduced to a model Inspection Readiness Tool and learn how to modify and use it for their organization. • Learn basic inspection interview techniques and how to respond to common inspection questions. • Gain an insight into the logistics of hosting and coordinating an inspection. • Identify best practice for financial management to promote sustainability across Research.



	<p>Putting pen to paper: how to write organisational documents</p>	<p>Dr Helen Morris – Operations Manager, Cambridge CRF</p> <p>Anna Chapman – Quality Assurance Manager, Cambridge CRF</p> <p>Lucy Southworth – Quality Assurance Manager, Royal Free CRF</p>	<p>Attendees will gain an insight into the principles of writing formal organisational documents, including:</p> <ul style="list-style-type: none"> • How to assess what their audience needs to know and how best to convey information to them. • How to identify the requirements and restrictions of the task at hand. • Methods for conveying complex information in a clear and concise way. • How to structure information to gain and retain the reader’s attention. • Workshop an exemplar SOP template. • Review an NIHR CRF annual report extract and identify good and bad practice.
	<p>Abstract writing and poster design</p>	<p>Naomi Hickey (+ workgroup) - Education and Training Officer, NHS Greater Glasgow & Clyde</p>	<p>Attendees will:</p> <ul style="list-style-type: none"> • Understand the purpose of a conference poster. • Be familiar with the basic rules for poster design • Understand the importance of words, images, colour and flow. • Know how to design a presentation/talk. • Recognise the importance of content and layout using PowerPoint. • Understand the key points when delivering a presentation/talk.
	<p>Phase 1 framework and support guidance</p>	<p>Saul Faust - Director, Southampton CRF</p> <p>Kim Lee - Senior QA Lead, Southampton CRF</p> <p>Chris Edwards - Associate Director, Southampton CRF</p>	<p>Attendees will:</p> <ul style="list-style-type: none"> • Be given an overview of the Phase I Framework • Appreciate the aim of the Framework and how it differs from the MHRA Phase I Accreditation Scheme. • Learn how units can use the Framework, and hear about how it has been implemented in Southampton CRF. • Gain an understanding of how the Risk Stratification Matrix can be used to risk assess Phase I and experimental medicine studies and allow a risk-adapted approach to managing participant safety.
	<p>Mindfulness and wellbeing in the CRF</p>	<p>Chair = Jennifer Allison - NIHR Associate Director of Nursing & Midwifery, & Lead Matron, Southampton CRF</p> <p>Ruth Oshikanlu</p> <p>Will Williams</p> <p>Enrico Tambellini – Manager, Southampton CRF</p>	<p>Attendees will:</p> <ul style="list-style-type: none"> • Understand the importance of looking after the wellbeing of our colleagues. • Learn principles of mindfulness/meditation/yoga and its contribution to wellbeing. • Learn about a selection of techniques and practice them within a supportive environment. • Discover how mindfulness and self-care can assist staff to manage the stress and emotional impact. • Participate in a chair yoga, wellbeing and meditation session. <p>(includes CRF wellbeing Champions)</p>



Afternoon sessions (1-2 hour sessions)

Time	Title	Delivered by	Learning outcomes
13:00 – 15:00	Developing and managing commercial relationships	Paul Brown - Head of Research & Innovation, LTHTr + Interim Director UKCRF Network Astra Zeneca representative	Attendees will: <ul style="list-style-type: none"> • Gain an insight into the common and conflicting priorities of the public and private stakeholders in clinical research. • Appreciate the respective expectations of public and private organisations in relation to study delivery. • Identify where language and work styles deviate between public and private organisations and discuss how to find common ground. • Explore how positive working relationships with commercial organisations can grow and develop your CRF. • Workshop some basic steps for 'bridging the gap' between public and private stakeholders in clinical research.
	Audit Toolkit: Skills and Resources for Internal Audit	Jacob Bonner - QA and Governance Manager, Imperial CRF Eilidh Wright - Quality Assurance Lead, Glasgow CRF James Gibson - Quality Assurance Lead, Edinburgh CRF	Attendees will: <ul style="list-style-type: none"> • Gain an understanding of the basic principles of internal audit. • Be introduced to the suite of auditing tools available through the UKCRF. Network and learn how to use them • Apply their knowledge and skills to an audit of a mock study and share their findings in an audit report.
	The Future is Here: ATIMP Emergency Scenario Training	Speakers tbc	Attendees will: <ul style="list-style-type: none"> • Explore the delivery of scenario-based training to ensure a positive learning experience. • Observe an example ATIMP facilitated discussion session, followed by a scenario, with a specific focus on the use of the ABCDE framework to assess and manage indications of cytokine release syndrome. • Discuss and share best practice of how scenario-based learning opportunities can be adapted to meet local need in relation to ATIMPs.
	Leadership at all levels: top tips for your leadership toolkit	Chair: Jennifer Allison - NIHR Associate Director of Nursing & Midwifery, & Lead Matron, Southampton CRF	<ul style="list-style-type: none"> • Be introduced to the Healthcare Leadership Model & its application • Consider key qualities of effective leadership • Be able to listen to a Leader's personal journey • Reflect on their own leadership experience • Be offered tips & tools for their leadership toolkit



		<p>Professor Ruth Endacott - NIHR Director of Nursing & Midwifery</p> <p>Caroline Nesbitt – Leadership Development Manager, Southampton CRF</p>	
	A day in the life of a CRF lab	<p>Helen Smith - Laboratory Manager, Birmingham CRF</p> <p>Gavin Babbage - Translational Scientist Laboratory Manager, Southampton CRF</p>	<p>Attendees will learn about:</p> <ul style="list-style-type: none"> • All tasks and information relating to processing, storing and shipping study samples. • Identifying and solving issues that can occur when processing, storing or shipping samples.
13:00 - 14:00	Reaching underserved communities <i>(combined with next session)</i>	Deepsi Khatiwada - Lancashire NHS Trust	<p>Attendees will:</p> <ul style="list-style-type: none"> • Explore the importance and benefits of diversity and inclusion in clinical research • Learn different approaches to reaching underserved communities. • Learn about common misconceptions/pitfalls and how to develop engagement plans. • Reflect on personal approaches to fostering EDI in clinical research.
14:00 – 15:00	The role of CRFs in Participation <i>(combined with previous session)</i>	Speaker tbc	<p>Attendees will:</p> <ul style="list-style-type: none"> • Explore opportunities and challenges for recruiting patients and members of the public to CRF-hosted studies, including the role of public involvement and clinician engagement. • Following a presentation, take part in a discussion and exchange of experiences. • (If time allows) Identify priority areas for action in this area.
13:00 - 14:00	Working with 'CRF Manager' <i>(combined with next session)</i>	Pat Fleury - CRF Manager, Edinburgh	<p>Attendees will:</p> <ul style="list-style-type: none"> • Understand the use and purpose of CRF Manager. • Explore how the system can be utilised to meet CRF reporting requirements. • Discuss how the system can be used to manage CRFs – e.g. activity forecasting, clinical and business planning, invoicing etc. • Hear from a CRF team how they have utilised the system to make a positive change in the way they work in their CRF.



<p>14:00 – 15:00</p>	<p>Going paperless: the risks, challenges and benefits of implementing electronic patient record (EPR) systems in CRFs <i>(combined with previous session)</i></p>	<p>Speakers tbc</p>	<p>Attendees will:</p> <ul style="list-style-type: none"> • Hear from CRFs who have already implemented electronic patient record (EPR) systems and understand what they wish they knew when they started the transition to EPR. • Learn from colleagues about the experience of audits and inspections of CRFs/sites once EPRs have been implemented. • Hear from colleagues about the solutions implemented to address gaps in documentation and processes after the implementation of an EPR.
<p>13:00 - 14:00</p>	<p>UKCRF Manager Group Meeting</p>	<p>Elka Giemza - CRF Manager, NIHR Wellcome Trust King's CRF and UKCRF Manager Group Chair</p>	<p>Attendees will:</p> <ul style="list-style-type: none"> • Exchange information: between SMT and Managers Group, covering new projects, plans and any new developments for the next year. • Share ideas and agree priorities for the next year and beyond.
<p>14:00 – 15:00</p>	<p>Welcome workshop for new NIHR CRFs</p>	<p>Kate Blackstone - General Manager, NIHR Royal Free CRF Cushla Cooper - Clinical Operational Lead, Oxford CRF</p>	<p>Attendees will:</p> <ul style="list-style-type: none"> • Get the opportunity to meet their counterparts at other new NIHR CRFs and have the opportunity to form contacts for future peer support • Participate in a facilitated workshop aimed at understanding the key mutual challenges and opportunities of establishing a newly designated NIHR CRF and agree what support is required from the NIHR CCF to support new NIHR CRFs.