

AHP EBP Strategy Group

Monday 13th February 2006

Present: Linda Dack, Karen Davies, Karen Shewan, Paula Barker, Margaret Boaden

1. Notes from previous meeting were agreed, all items were on the agenda. The only action was for Linda to request a breakdown of the costs of the Benchmarking project. These will be presented by Paula under item 5.

2. Update on Web site including proposal for site development

This item was presented by Linda in Mary's absence. A proposal from Seven Communications was tabled and discussed. It was agreed that at first viewing, it addressed the requirements of the website and the cost of approximately £4K including VAT was very reasonable. However, the next step should be for Mary to write the specification for the website, as a basis for a tendering process.

Action: Mary to write a specification for the website

Action: Karen S to check standing financial instructions to identify the level at which funds are to be allocated by competitive tender

3. Web Content development allocation of work

The pages of the website were reviewed. Populating the pages was allocated as follows:

Linda:

- reword the definition of EBP to reflect the European definition
- rearrange the SLA modules into a table which is easy to read (she is contacting all relevant providers to obtain a description of courses currently available through the SLAs)
- page on reflection

Margaret:

- page on research governance and ethics

Mary:

- edit material passed onto her

Tim:

- R&D practice and policy

Paula:

- Getting evidence into practice

Action: contact others on the Steering group to write the remaining pages

4. Research/learning set/evaluation update

Margaret updated the group on progress. The first six monthly study days were completed in October 2005. One participant, Louise Bibby, had left due to

relocation outside the North West. A further two study sessions were arranged, the first for the 10th January at which the set presented on and discussed their work in progress (on writing an outline research proposal), the second for the 28th February to provide support for applications for research governance and ethics.

From the 1st March, Margaret's involvement in the set will cease and responsibility for supporting the set will be taken over by Tim and Health R&D North West.

A quantitative survey of R&D skills which had been completed by the eight participants at the beginning of the set had been rerun at the end of the six study days, along with a qualitative questionnaire. This data will be included in a report to be written for Linda by Margaret and Tim (provisional date for completion of a first draft is the end of March).

The model of the research learning set is to be picked up for AHPs - by Mary with Tim's support?

5. Bench Marking project

Paula tabled a brief briefing report on the Benchmarking project which she now leads. An immediate issue to be decided is the sample of four AHP Departments/trusts which are either models of good practice or departments where there are issues which need to be addressed. Linda had emailed her results from Jo's benchmarking survey but these reflected the reporting of managers, not operational AHPs so may not be accurate.

Possible trusts are:

Trafford PCT (no EBP champions or infrastructure)

Bolton Acute (good R&D Lead and track record in R&D training/support)

Stockport Acute (well developed)

Tameside Acute

Action: Paula to write a summary of the project (1 side of A4) to be presented to the EBP Network to ask them to nominate departments

Action: Paula to select a sample of four trusts in the next four weeks, and apply for ethical and research governance approval

Need to find a venue for a series of meetings which need to be cheap, a good size, helpful, convenient, good car parking and/or public transport links (NB: Karen D asked who within the sample of four trusts is to be invited to be involved? There may be problems with the numbers at first envisaged by Paula. Paula will try to access people on site and at routine meetings)

Action: Paula to consult Audrey re possible venues

Paula tabled a completed entry for objective 4 of the EBP strategy action plan, to be inserted into the action plan. This included actions and timescales (see draft of action plan for details)

Finally, Paula tabled a breakdown of costs of the Benchmarking project as had been requested.

Action: Paula to obtain clarification on the overheads to ensure there isn't duplication on staff costs

6. Action plan update

The action plan was reviewed - see attached updated draft copy

7. Strategy Update

Linda had circulated a copy of a first draft of a paper to accompany the strategy action plan and asked for feedback from the group.

Action: the group to feedback to Linda on the first draft of the paper. Linda will update the paper and circulate the final draft electronically.

8. Revised membership:

Maxine Power has been awarded a Harkness Fellowship which means she will spend a year in the USA. She wishes to be kept in touch with progress. Chris Wibberly from MMU is on long term sick leave. Is there a need to recruit new members?

Action: Linda to consider possible new members

9. Next meeting:

22nd March 9am - 11.30am Gateway House meeting room 3

Margaret Boaden 17th February 2006