

AHP EBP Strategy Group **Wednesday 22nd March 2006**

Present: Mary Jordan (Chair), Karen Davies, Paula Barker, Margaret Boaden, Tim Twelvetree, Helen Leggatt, David Marsden

Christopher Burton and Beverley French from Central Lancashire University

Apologies: Linda Dack, Janet Mahoney

1. Welcome and introductions

- David Marsden, an OT from Withington Hospital, was welcomed as a new member of the Strategy Group
- Christopher Burton and Beverley French from Central Lancashire University were welcomed to present on the Benchmarking research project

2. Notes from previous meeting were agreed, except for an amendment - under **item 5**, it is incorrect to state that Trafford PCT does not have EBP champions or infrastructure.

Matters arising not included in the agenda:

Item 4: Margaret and Tim are working on their report on the current AHP research learning set. A final draft will be circulated to the set members for comment by the end of March. The report will be amended as appropriate in response to the comments received and a final version sent to Linda Dack as the commissioner, and the set members for circulation as they see fit by mid-April. A copy will also be sent to the Line Managers of the set with a request for comment and feedback on how they intend to make use of the research skills and knowledge gained.

Item 7. Strategy update: this item was deferred to the next meeting as Linda was not present

Item 8. Revised membership: Linda invited David Marsden to join the Group

3. Bench Marking project (see attached papers tabled by Beverley - these are not to be disseminated outside the Group)

Beverley began by asking the group to reflect on factors that would help or hinder EBP. Issues that emerged included:

- Representation at key meetings
- A link with governance
- Understanding how the organisation 'manages' research
- Professional re organisational culture and systems
- Involvement in training

Several papers were tabled by Beverley to support the discussion:

- A copy of a powerpoint presentation (Building research capacity for AHPs) explaining the process of preparation for data gathering including sources of evidence
- A copy of the conceptual framework derived from their review of existing evidence
- A copy of a letter from Christopher Burton responding to the points raised by the Strategy Group at the last meeting.

The focus will be on organisational culture not 'opinion leaders' - all levels (managerial and operational) will be examined. One or two focus groups (one if this can be arranged) will be used for:

- Strategic/managerial staff to validate the conceptual framework
- Operational staff to add detail to the framework

Paula has written an information paper to be circulated to Trusts, inviting them to volunteer to be included in the sample to be studied. There could be a problem, that it would only be the most developed trusts that would receive the paper due to effectiveness of distribution and therefore the sample would be skewed. It was agreed that the paper should be sent to the R&D Lead of each Trust as well as the AHP/HCS Lead. Karen offered to share her distribution list if it would be helpful.

Given the benchmarking study will continue beyond the end of the LLL project, there was a discussion on the need for a Steering Group for the study and possible membership from relevant AHP Leads.

4. Web Content development allocation of work

Mary explained the decisions that needed to be made at this meeting which were:

- Who should build the website?
- Who should host the website?
- Who should maintain the website?

The issues of concern were effectiveness of the design to ensure the website is attractive and easy to use (see Best Bets website for an example of style), the cost of building and maintaining the website and the implications of hosting with or independently of the NHS. Tim also raised the issue of ownership and copyright.

The cost of Seven Communications building the website is £4K which includes staff training and £200 for the first year's maintenance. The cost of maintaining the website for subsequent years is not known. Salford PCT are willing to host the website; within the NHS (.nhs.uk) this would be free but an independent website (.co.uk) would be £50 per month.

The meeting decided to commission Seven Communications to build and host the website, if the issues of ownership and copyright are satisfactory. (It could be linked to Best Bets).

Action: **Mary** will contact Seven Communications to request a copy of their terms and conditions including ownership and copyright, and will discuss these matters with **Tim** to ensure they are acceptable. If they are not it will be necessary to reach agreement with Seven Communications before proceeding with the commissioning.

This raises the issue of sustainability of the website once the LLL project has ended including the cost of maintaining and updating the website beyond the first year. This must be the responsibility of someone who has the time to manage the gathering/editing of relevant data and frequent updating of the website, e.g. weekly. Now that a SHA AHP Lead (Sue Louth) has been appointed, it should be on an agenda for discussion with her.

Action: Could **Linda/Sandra** raise this issue of sustainability with Sue Louth?

Action: could **Linda** investigate whether there is slippage in funding within the LLL project which could be used to buy further years maintenance of the website by Seven Communications

At the last meeting, the pages of the website were reviewed and populating the pages was allocated as follows:

Linda:

- reword the definition of EBP to reflect the European definition - **to be completed by the 31st March**
- 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) - **completed**
- page on reflection - **to be completed by the 31st March**

Margaret:

- page on research governance and ethics - **completed**

Mary:

- edit material passed onto her

Tim:

- R&D practice and policy - **to be completed by the 31st March**

Paula:

- Getting evidence into practice - **to be completed by the 31st March**

Karen: offered to write the page on clinical reasoning by the 31st March

This work is to be emailed directly to Mary at Mary.Jordan@gmsa.nhs.uk

5. Draft Action Plan

Margaret reviewed the latest version of the action plan to identify outstanding and completed actions.

Objective 2: Linda has completed mapping existing SLA courses; Paula will incorporate 2.3 into her projections

Objective 4: Paula has updated this and will email an electronic copy to Margaret to be incorporated into the action plan

Objectives 5&6: Linda to work with AHP consultants to complete these objectives - by the end of April?

Objective 7: Mary and Tim will complete this section by the 31st April

Objective 8: Margaret and Linda will complete this once the first seven are completed.

The intention is that the first seven objectives are completed ready for the May meeting.

6. AOB: a new research learning set is being set up for AHPs/HCSs by Mary Jordan. The deadline for applications was the 15th March. Mary, Tim and Linda will be reviewing the applications next week. The set study days will be at 4 weekly intervals, all except the final meeting (to be held on a Tuesday) will be held on Wednesdays. The process is of necessity hurried as it has to be completed by September when the AHP Life Long Learning project ends.

7. Next meeting:

23rd May 10am - 12noon, Gateway House meeting room 2

Margaret Boaden 23rd March 2006