

The University of Sheffield Clinical Working Group

Objectives

To identify the strengths, weaknesses, opportunities and threats that relate to clinical and translational research undertaken by the University of Sheffield and make recommendations to the University, the Faculty of MDH and the STHFT on actions. It is anticipated that the remit of this group will widen to include the SCHFT and Sheffield Care Trust within 6 months.

Roles & Responsibilities

1. To develop clinical research priorities that are aligned to the research strategies of the University, ensuring maximum benefit to the healthcare of the region, and to align these where possible with those of STHFT.
2. To support the investment in infrastructure and staffing in research priority areas, in discussion with STHFT and other stakeholders, including the AHSN.
3. To develop structures that encourage more patients to participate in research studies and translate those research findings into patient benefit.
4. To provide a focus on clinical research that will facilitate the University's interaction with local, regional and national stakeholders.
5. To provide and share sector intelligence.
6. To ensure that the infrastructure to support clinical research is streamlined and efficient, maximising use of shared resources.
7. To review the mentorship for junior clinical researchers employed by the University.

Membership

The Committee will be comprise relevant staff from the University of Sheffield:

- Pro Vice Chancellor for the Faculty of MDH
- STH Director of R&D
- Faculty of MDH Director of Research and Innovation
- Faculty of MDH Director of Operations
- Director of Sheffield Healthcare Gateway
- Research and Innovation Services representative
- All Academic Directorate Leads employed by UoS
- Director of YHRDS
- Director of Sheffield CTRU
- Director of the Clinical Research Office
- Director of the Clinical Research Facility
- Research Director of the School of Clinical Dentistry
- Research Director of the School of Nursing and Midwifery
- Academic Training Programme Director

Logistics

- The Working Group will initially meet monthly then bimonthly and will be chaired by the Deputy FDRI.
- The Working Group will operate during 2014 and it will be extended or terminated after discussion with the FPVC and FDRI.
- The Working Group will report in to the Faculty Executive Board and the UoS Research Committee via FRIC and into the Trust Board via the Trust Executive Research Committee (to be established).
- The inaugural meeting to be established no later than February 2014.

Sheffield Teaching Hospitals NHS Foundation Trust & The University of Sheffield Joint Estates Committee

Roles & Responsibilities

1. To develop a strategy for co-location of staff from both organisations ensuring those responsible for estate and space management are working to a shared vision
2. To ensure clarity and communication around estate and space management and planning between the partners, including agreement on the shared and separate responsibilities of each.
3. To oversee a clear health and safety management framework including radiation, hazardous waste, asbestos, fire risk assessment and other common or shared matters.
4. To share and develop jointly the partners' estates strategies that will ensure maximum benefit to the healthcare of the region.
5. To provide an interface for both organisations that will facilitate their interaction with local and regional stakeholders.
6. To provide and share sector intelligence and expertise.
7. To provide mutual support in a period of intense change, financial shortfall and requirement for increased efficiencies.

Membership

The Sub-Group will be led by relevant staff in the two organisations:

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| STHFT | - TBA |
| | - Phil Brennan |
| University of Sheffield | - Director of Estates and Facilities Management |
| | - Faculty of MDH Director of Operations. |
| | - Faculty of MDH Facilities Manager |

Logistics

- The Committee will meet quarterly.
- The Committee will report in to the MDH Faculty Executive Board and into the Trust Board via the CIT.
- The location will alternate between STHFT and UoS.
- The meeting will be serviced by UoS and chaired alternately by UoS and STH.
- The Committee will create task and finish groups as required.
- Other stakeholders involved in strategic developments will be co-opted as required.
- The inaugural meeting to be established no later than February 2014.

Sheffield Teaching Hospitals NHS Foundation Trust & The University of Sheffield Joint Clinical Staff Committee

Roles & Responsibilities

1. To improve the management of individual staff who work for both the Trust and University.
2. To develop policies and procedures relating to staff management and human resources of clinical academic staff who have responsibilities in the NHS and University.
3. To ensure that staff who are employed by the University are accountable for their actions in teaching, research and clinical practice.
4. To ensure that Trust staff who hold honorary contracts with the University are accountable for their actions in teaching and research as they relate to those contracts.
5. To be responsible for ensuring that the appointment procedures for University-employed clinical academics, and Trust posts with significant University roles, are jointly prepared and formally agreed by both partners prior to advertisement.
6. To oversee an annual joint appraisal and performance review process based on national guidance and the Follett principles, to meet the needs of both partners and to satisfy the requirements for GMC revalidation.
7. To carry out jointly a formal agreement on the procedures for the management of poor performance and for discipline to be followed for senior NHS staff with significant University duties and University staff members with academic and clinical duties.
8. To review and forward plan clinical academic staffing requirements in the light of the requirements of the two organisations.
9. To monitor joint funding arrangements for posts and resolve any issues arising.
10. To develop agreed principles/ memorandum of understanding for University Clinical Academic staff working in other Trusts in the regions to ensure they are aware of and implement relevant national policy.

Membership

The Sub-Group will be led by relevant staff in the two organisations:

STHFT	- Medical Director - Paula Eyre (HR Manager) - Rob Wilson (Finance)
University of Sheffield	- Faculty of MDH Pro Vice Chancellor - Faculty of MDH Director of Operations - Faculty of MDH HR Manager - Faculty of MDH Finance Manager

Logistics

- The Committee will meet quarterly.
- The Committee will report in to the MDH Faculty Executive Board and into the Trust Board via the Clinical Management Board
- The location will alternate between STHFT and UoS.
- The meeting will be serviced by UoS and chaired by the FPVC.
- The Committee will create task and finish groups as required.
- Other stakeholders involved in strategic developments will be co-opted as required.
- The inaugural meeting to be established no later than February 2014.