

Terms of Reference (ToR)	
Committee Name:	Research Action Group (RAG)
Chairperson	Clinical Director of Research, Innovation and Clinical Trials
Deputy Chairperson	Divisional Research Leads
Date:	24/3/2025
Version:	9
Reports to:	Executive Research Committee
Exception reports	The Group receives reports from: the Institutional Review Group (IRG)
Meeting and attendance Frequency:	Meetings are Quarterly
Definition of Quorum:	The meeting shall be considered quorate in the presence of the Chair or Deputy Chair plus representation from: Finance, Head of Research and a Representative from Support Services
Membership:	<ul style="list-style-type: none"> • Clinical Director of Research, Innovation and Clinical Trials <ul style="list-style-type: none"> ○ Clinical Research Lead Medicine ○ Clinical Research Lead Surgery ○ Clinical Research Lead Specialist Services ○ Clinical Research Lead Nursing, Midwives and AHP ○ Clinical Research Lead Community Services • Chief Officer for Strategy, Partnerships and Digital • Director of Strategy & Planning • Head of Research • Research and Development Manager • Sponsorship Manager • Senior Research Nurse Generic • Senior Oncology Research Nurse • Head of Library Services • Head of Clinical Audit • Head of Continuous Improvement • Pharmacy Lead • Radiology Lead • Patient Representative • Senior Allied Health Professional Lead • Senior Nurse Lead • Finance Lead • Edge Hill University Research Lead <p>If a member cannot attend, they should nominate a Deputy to attend in their absence and inform the Research Personal Assistant.</p>
Associate Membership: (may attend on an ad hoc basis dependent on the agenda)	<p>The RAG will welcome representatives from other relevant stakeholders, including Higher Education Institutions and representatives of the UKCRN.</p> <p>Other research staff will be co-opted to the RAG or invited to attend specific meetings as required to help achieve the objectives of the Research Strategy 2022-26.</p>

In Attendance: (to support the committee)	<p>Research PA</p> <p>Agenda items to be made available to the Research PA 7 working days in advance of meeting.</p> <p>Agenda to be distributed no later than 5 working days in advance of meeting.</p>
Aim:	<p>Wrightington, Wigan and Leigh NHS Teaching Hospitals NHS Foundation Trust aims to promote and maintain an environment which encourages research which is relevant to both national and local needs, to be conducted to the highest quality and ethical standards, with mutual co-operation, professionalism and with the open and honest exchange of ideas. The Trust will foster a culture where good conduct in research is promoted, and inappropriate conduct is identified and addressed.</p>
Remit:	<p>The RAG will:</p> <ul style="list-style-type: none"> • advise the Trust via the Executive Research Committee on the technical, administrative and human resource capability and requirements to maximise the research strengths in Divisions, to increase research knowledge and expertise and maximise the potential to attract external income from various funders with priority given to NIHR funding schemes and NIHR/Health Education England's Clinical Fellowship programmes and attract more funding from the Greater Manchester Clinical Research Network (GM: CRN) and commercial sources. • support the development, implementation and maintenance of, a complete, integrated and fully referenced set of Standard Operating Procedures to cover every relevant aspect of the management and governance of research activity at the Trust and approve research relevant Policies. • monitor and report on research activity and governance to the relevant committees and groups of the Trust. • contribute to and assist in the implementation of the Trust's Research Strategy • monitor, discuss and report on progress against the Trust Research Strategic Objectives to the Executive Research Committee • ensure the Trust has an effective process for agreeing sponsorship decisions for Trust sponsored research studies and meeting its responsibilities as a Sponsor. It will comply with the Research Sponsorship and Indemnity Policy • review the Trust's portfolio of Trust sponsored studies to provide assurance to the Executive Research Committee that there is sufficient resource within the Trust/Research Team and Support Services to ensure effective delivery and oversight of all Trust sponsored studies.

Remit:	<ul style="list-style-type: none"> • ensure there are robust procedures in place for studies to commence following expedition of a Trust signed Contract and Research Sponsor confirmed Green Light. • receive advice from Research Partners/Collaborators on study design/methodology/data management. <p>RAG Members:</p> <ul style="list-style-type: none"> • will have a pivotal role in the promotion of research within the Trust and will do so working collaboratively with the Research Management team and wider Trust operational and strategic planning teams. • who are representatives from clinical groups will act as the first point of contact and the main conduit of the communication and dissemination for Research and Innovation issues to their clinical and business units.
Scope of Responsibilities(duties)	<p>To:</p> <ul style="list-style-type: none"> • support the development and implementation of the Trust Research Strategy and operational programme. • support the assurance of financial probity of all research activity ongoing within the Trust. • encourage the active involvement of staff in research activity, identifying and organising educational and training tuition, where appropriate. • assist in the marketing of the organisation as a research active Trust of international repute. • report directly to the Executive Research Committee and any clinical or quality issues escalated by exception to the Quality and Safety Committee. • contribute to the content of a Quarterly Research Assurance report prepared by the Head of Research for submission to the Executive Research Committee. • advise the Trust on local implementation of the UK Policy Framework for Health and Social Care Research. • implement standards for good practice in the management and conduct ensuring that it complies with this UK Policy. • ensure all Trust research activity is registered via the Research Department. • ensure that Research Governance is implemented to improve research quality and safeguard our patients. • ensure that good research practice is shared within the Trust and learning to improve good research practice takes place. • promote the integration of research between multi-professionals and multi-agencies. • encourage research and development activity in view of national priorities and local needs. • support continuous professional development of staff in research skills. • foster relationships with research partners <p>RAG Members will be responsible for declaring any conflict of interest to the Chair.</p>

Review Date	1st April 2026
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