Pulmonary Research Inter-Site Matrix (PRISM)

South West

Constitution (version 2.0, October 2018)

1. MISSION STATEMENT

'….to conduct high quality, trainee-led, multi-centred research and audit across the South West for the benefit of patients and their future care…..'

2. AIMS

1. To establish a regional network of respiratory trainees, to conduct multi-centre research and audit with a high potential for making an impact.

2. To allow trainees to continue their involvement in research and audit projects as they migrate around the deanery.

3. To provide training in research for the educational benefit of PRISM members.

4. To attract national funding for research and audit work.

3. STRUCTURE

1. The organisation is led by an executive committee comprising:

   (i) President

   (ii) Chairman - registrar position

   (iii) Secretary - registrar position

   (iv) Treasurer   - registrar position

   (v) Information Technology lead - registrar position

   (vi) Four Consultant Directors

2. The executive committee is supported by:

   (i) Consultant Trust leads from participating hospital trusts within the South West Peninsula Deanery

   (ii) Trainee Trust leads from participating hospital trusts within the South West Peninsula Deanery

3. All trainee members of the executive committee and its supporting representatives must hold membership of PRISM.

4. MEMBERSHIP

1. Any trainee or consultant from within the region may become a member of PRISM by completing the application form and receiving approval from any member of the executive committee. Data collected as part of this application will remain confidential to the executive committee and will not be distributed.

2. Any PRISM member may apply for a committee vacancy. Where there is more than one applicant, a vote of the membership will be arranged to allocate positions.

3. Trainees may only remain full members of PRISM until their CCT date.

4. Other healthcare professionals and medical students may also become members of PRISM. Their role will usually be limited to Local Trust Project Contributors as detailed in Section 7.

5. PRISM membership may be terminated following:

    (i) Breech of authorship rules detailed in Section 8

    (ii) Breech of research governance principles as outlined by ICH GCP guidelines

    (iii) Breech of data protection

    (iv) Breech of ethical principles

    (v) Fraudulent use or omission of data

    (vi) Resignation of the member from a recognised training post

    (vii) A permanent move of the member to another region. In this instance, the member may retain an informal link to the organisation as a 'Friend of PRISM'.

6. Termination of membership is at the discretion of the executive committee and requires a majority vote of committee members.

5. COMMITTEE ROLES

1. All committee members will be jointly responsible for:

    (i) Establishing and coordinating research projects

    (ii) Presenting PRISM data at conferences

    (iii) Organising a regular Annual General Meeting

    (iv) Organising and attending quarterly Committee Meetings

    (v) Arranging educational sessions for PRISM members

(vi) Mediating in disputes amongst PRISM members

2. The specific roles for each member are detailed below:

(i) President /Research Lead

- Figurehead of the organisation

- Promotes the organisation at a national level

- Resolves any conflicts arising between the PRISM committee and its members

(ii) Chairman (Trainee position)

- Chairs committee meetings

- Steers development of the organisation

- Promotes the organisation at a national level

(iii) Secretary (Trainee position)

- Drafts and distributes agenda for committee meetings

- Records and distributes minutes for committee meetings

- Manages membership database

- Distributes newsletter/e-mail

(iv) Treasurer (Trainee position)

- Manages the organisation accounts

- Collates receipts and provides data for audit if required

- Takes responsibility for paying invoices

- Monitors the availability of organisation funds

(v) Information Technology lead **(Trainee position)**

- Manages electronic data collection systems via Slack.com

- Maintains PRISM website

- Develops IT solutions to keep pace with the evolution of the organisation

- Liaises with Trust leads to solve IT technical issues

(vi) Consultant Director (4 positions)

- Provide continuity for the organisation when trainee committee members change

- Provides guidance for strategic development of the organisation

- Use existing research links to facilitate initiation of projects

(vii) Consultant Trust Lead

- Promotes PRISM at a local level

- Provides a point of contact for PRISM members at local level

- Escalates any issues to the executive committee

(viii) Trainee Trust Lead

- Promotes PRISM at a local level

- Provides a point of contact for PRISM members at local level

- Escalates any issues to the executive committee

6. PROJECT MANAGEMENT

1. All PRISM members may put forward research project proposals, irrespective of grade.

2. Project proposals will be invited periodically via the PRISM website and newsletter. There will be an opportunity to present the proposal to PRISM members at a suitable venue, such as the Annual General Meeting.

3. The executive committee withholds the right to veto a project which provokes any concerns. It also has the right to recommend some projects over others.

4. Once a research proposal has been selected for support by PRISM, the proposer will be designated the Regional Project Lead for that project unless they wishes to delegate this to someone else.

5. The Regional Project Lead will be advised by suitably experienced members of the executive committee if needed.

6. The Regional Project Lead may request the assistance of other PRISM members to achieve some of the tasks detailed in Section 7.1.

7. The above steps should be accomplished within a pre-defined timeframe. If there is a significant departure from this, the executive committee has the right to withdraw support for the project.

7. PROJECT ROLES

Each project will have a study team associated with it and the specific roles of each member are detailed in this section.

1. **Regional Project Lead(s)** - This is defined as the individual(s) who is/are responsible for the design and inception of the study. The role will usually involve:

    (i) Devising the Research and Development proposal and trial protocol

(ii) Liaising with the Research and Development department as needed

(iii) Applying for research grants if required

(iv) Seeking ethics committee approval for the project where necessary

(v) Managing and co-ordinating the conduct of the study across the region

(vi) Collating and analysing the study data via Slack.com

(vii) Presenting the data at a regional or national level

(viii) Submitting any resulting articles for publication

3. **Local Trust Project Lead(s)** - This is defined as the individual(s) who is/are responsible for the management of the regional project at a local trust level. The role will usually (but not exclusively) involve:

   (i) Liaising with the local Research and Development department

   (ii) Liaising with the local Clinical Governance department

   (iii) Co-ordinating with the Regional Project Lead(s) to refine research protocols and data collection forms

   (iv) Advertising projects at the local trust level

   (v) Co-ordinating and managing the team of PRISM trainees for patient recruitment and data collection

   (vi) Presenting the data and results at a local level

4. **Local Trust Project Contributor** - This is defined as any individual who is involved with patient recruitment and/or data collection, whether a member of PRISM or not.

8. AUTHORSHIP RULES

All members of PRISM must adhere to the following authorship rules:

1. Each research project will have a designated Regional Project Lead(s) and their role is detailed in Section 7.1. Any PRISM member completing a task in Section 7.1 should be acknowledged as making a significant contribution to the project.

2. It is the responsibility of the Regional Project Lead to present and/or publish the results from the project. If they are unable to or do not wish to, then they should delegate this task to a PRISM member who has made a significant contribution to that project (for example, the Local Trust Project Lead).

3. Only those PRISM members who specifically contributed to the research project will be acknowledged in any publications resulting from that project.

4. The PRISM organisation should be recognised as the author of any publications resulting from a project. Individuals contributing to the project will be acknowledged on the PRISM website.

5. Project data may be presented at local meetings by PRISM members. Project data for a single site may also be published by PRISM members on provision of written consent from the Regional Project Lead(s). The PRISM organisation and Regional Project Lead(s) should both be acknowledged in this case.

6. Any dispute regarding authorship should be escalated to the executive committee who will arbitrate and, if necessary, terminate membership.

7. The Regional Project Lead(s) & Local Trust Project Leads and Contributors for a project may all reference any resulting publications on their curriculum vitae.

9. COMMITTEE MEETINGS

1. PRISM will conduct quarterly committee meetings. A minimum notice of 2 weeks will be given prior to each meeting.

2. All executive committee members should attend unless there are extenuating circumstances. In this situation, apologies should be sent to the Secretary prior to the meeting.

3. The meeting agenda will be distributed prior to each meeting via Slack.com +/- PRISM website.

4. The meeting minutes will be uploaded on to the PRISM website once they have been finalised.

5. Copies of the minutes will be available at the subsequent committee meeting and via the PRISM website. Any necessary amendments can be discussed by the committee members present. Once it is agreed that the minutes are a true representation, they will be signed by the chair of the meeting.

6. Decisions are made based on the consensus view of the executive committee which is settled by discussion in the first instance. A minimum of 5 members of the executive committee must be present in order for the decision to be valid. Voting 'in abstentia' by email is also permitted.

7. If differing views are not resolved, then a decision is passed by a majority vote of all attending committee members. In the event of a tied vote, the President casts deciding vote. If the President is absent from the meeting, then the Chairman casts the deciding vote.