

CLRN Joint Staff Event – Towards Productive CLRN

23rd June 2011
Churchgate Hotel
Churchgate Street Village
Old Harlow CM17 0JT

Agenda

- 10.00 Welcome & Introductions
- 10.10 – 10.45 CLRN Developments
presentations by Professor Adam Young and Oksana Hoile
- 10.45 – 11.15 Staff Survey Results – *Oksana Hoile*
- 11.15 – 11.30 Break
- 11.30 – 12.30 Study Delivery Cluster Group Exercise – Part 1
- 12.30 – 13.30 Lunch
- 13.30 – 14.30 Study Delivery Cluster Group Exercise – Part 2
- 14.30 – 14.40 Break
- 14.40 – 15.40 Presentations from Groups
- 15.40 – 16.00 Summing Up
- 16.00 Close

The Group Exercise Context

3 part group exercise using studies that are near ‘valid application’ stage

Aimed to:

- Improve understanding of each other roles, key elements required for planning successful delivery of a study at a site, cluster and CLRN levels
- Practise influencing and communication skills within the team
- Further develop individuals’ and teams’ skills necessary for conducting detailed mapping of internal processes using real life scenario
- Increase co-operation amongst the team members to deliver ‘real’ studies with the maximum effect
- Improve understanding of risks, how risks can be escalated and mitigated, what is a real site capacity

The Group Exercise Format

Format:

1. RMG Facilitators to present details of their selected study to the Group
2. CRTMs to assist the Group allocate specific roles to each member. Each Group to have a 'Time Keeper' and a person to spot waste and duplication in all processes and stages
3. Group to map out all stages, milestones and processes that will be required to achieve the recruitment of 1st research participant within 70 days from the date of a valid application submission
4. Group to identify, score and mitigate any risks to deliver the study on time and to target. Also, to define how they will deal with unexpected and uncertainties: 'Plan B'
5. Group to prepare and deliver a 10 min presentation of the work they completed describing who, what and why, identifying strengths and weaknesses of their approach. Each presentation to have additional 10 min for Q&As

After the event:

1. CLRN Lessons Learnt log to be maintained and updated
2. Studies discussed and planned are monitored to see how this exercise impacted on the delivery
3. Cluster Teams to generalise useful elements of the study planning approach and test them using performance metrics
4. Cluster Teams to feedback at the next Joint Staff meeting