

## Service Evaluation (SE) Mersey Care NHS Foundation Trust (MCFT) Approval Process.

### Phase 1 Processing and reviewing SE

# On receipt of SE request

Request HRA confirmation that it is NOT research and an original copy of the evidence via HRA website.  
<http://www.hra-decisiontools.org.uk/research/>

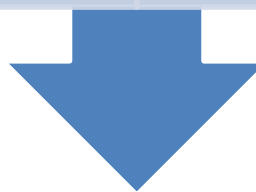
A completed MCFT SE Registration Form v2 16.01.2020 is required along with any associated SE paperwork; protocol, information sheets, consent forms etc. MCFT templates are available upon request.



# Ensure service support is in place

If student placement evidence of academic supervisor support must be in place and captured on the MCFT SE Registration Form v1 01.12.2019

If MCFT staff, management support and approval must be in place and captured on the MCFT SE Registration Form v2 16.01.2020



# Review all paperwork

Ensure the SE is NOT research by referring to appropriate documentation as below.

<https://www.hqip.org.uk/resource/hqip-guide-for-clinical-audit-research-and-service-review/#.Xeo7sej7SUk>

Ensure all ethical considerations have been acknowledged including GDPR, consent and accessing records. SE relevant to high secure services need to be sent to Sue.jambors@merseycare.nhs.uk for information and approval via The Secure Clinical Governance Committee.

*Phase 2 Registration of SE and issuing MCFT Confirmation to Commence*

## Issuing Approvals

Assign the SE a MCFT reference number (SE 2020 - 1). Use this unique number in all correspondence.

Using email template v1 01.12. 2019 cc Pauline Parker (Head of Research), Library and Evidence Services and Sue Jambors (if applicable), formally issue Confirmation to Commence. Attach Library and Evidence Services flyer 1, 2 & 3.

## Record Keeping.

Save all SE paperwork in the 'Evaluations' folder using the reference number in each individually assigned folder. Track all SE on the central database in the 'Evaluations' folder.

## Tracking SE

All MCFT SE are tracked and the database updated at regular intervals. Newly commenced SE are discussed at R&D team meetings and at the Research Facilitation Forum.

SE leads are encouraged and supported to present any relevant findings in a number of formats including presentations to relevant clinicians and via publication in appropriate journals etc.