



Royal College of
General Practitioners

Research Ready User Guide

Background

Research Ready covers the **minimum requirements** of the Research Governance Framework for **primary care research** in UK. It has been **developed in conjunction** with the **National Institute for Health Research (NIHR)** and the **Primary Care Research Network (PCRN)**. There is a **one-off charge of £150** and the accreditation is valid for **3 years**.

Accredited practices will be recognised by the Royal College of General Practitioners (RCGP). Your practice name will show up on the College website. Your local Primary Care Research Network (PCRN) office will also be informed of your interest in research, including clinical trials. RCGP will also contact practices with information about research opportunities.

Benefits of Research Ready accreditation:

- Enables practices to reflect on their ability and capacity to conduct high quality research.
- Provides a means for chief investigators, study teams, MHRA inspection teams or inspectors and Research Management & Governance staff to be satisfied that any practice accredited to *Research Ready* level is up-to-date and compliant with the standards.
- Can be used as evidence for the research domain in your appraisal.
- Aware of how it can minimise any potential risks for the practice, practice staff and study participants
- Reaccreditation ensures that practices are up-to-date with constantly changing research governance and that their details remain accurate
- The Research Ready file provides a useful reference for the research team and, also for the induction and training of new staff in the practice who will be participating in its research activities.
- The opportunity to be involved in a wider range of research studies

Process (please contact us if you would like a pdf version of the full accreditation survey)

The self-accreditation is **practice-based** and it is recommended that most, if not all, of the practice partners and staff are involved in completing the assessment.

1. First, a practice has to register their contact details at <http://www.extension.rcgp.org.uk/researchReady/survey.aspx>. On completion, they will be emailed at the given **practice manager** email address with a user name, which is its GMP/ NACS practice code, and a password. *Please contact us if you do not receive or misplace them.*
2. Use these login details to access the **assessment form** at <http://www.extension.rcgp.org.uk/researchReady/practicelogin.aspx>

The practice will need to appoint a **Research Lead** who must be a clinician and is agreeable to take professional responsibility for completing the assessment. It goes without saying that this should be done with the usual and expected honesty and professional rigour.

You must be able to **answer yes to each criterion** in order to become successfully accredited. If you do not check the box indicating **interest in clinical trials**, you will not be asked to answer the additional relevant criteria. You can **complete** the assessment **at your convenience** by saving the changes at the end of individual sessions. Your Local NIHR PCRN network staff can provide practical, local support with meeting the requirements of the assessment.

When you have answered all the 5 criteria, please click the grey 'Go To Next Section' button in the left column. You will then be taken to the '**Further Research**' section to detail your practice demographics and research interests. Please then submit your full application to pay and download your **Certificate of Accreditation**.

(We will send you a reminder if you have not completed the survey after 3months. Any assessment not submitted within 3 months will be removed. You are free to re-apply at any time.)

3. For each question, there is a 'Help' tab alongside to provide useful **Hints, Tips and Links** guidance and further information. Please also refer to your local Primary Care Research Network or the Research Ready administrator at pcrta@rcgp.org.uk if you lose your password or have difficulties completing the self-accreditation.
4. You are advised to maintain a **Research Ready file** which can become an important resource for your practice research team. It is suggested that it could contain the following and a record of all the preparations necessary to complete the assessment:
 - a. The **Core Competency Demonstration Form**, located in the left column, to **record for yourself** how you meet each criteria
 - b. A copy of the practice's current Data Protection Registration Certificate, which includes **Registration for Research Activity**.
 - c. Any **relevant documents** e.g. practice policies and procedures or other information, that support the information.
 - d. Any other information you may have acquired whilst doing the assessment that will be a useful source of reference for the practice research team in future.

Reaccreditation

The Research Lead and Practice Manager will both be **emailed one month before** your accreditation expires to renew the accreditation. This is a **straightforward process**. When you login, there will be a slightly different format, here you will be required to check through your original details, which will already be available.

You **can also change your Clinical Trials status** at this stage if applicable.

The new section here is you will also be required to complete some questions on your **Research Experience since your accreditation**. Currently, it is not compulsory to have had such experience to complete the accreditation.

You will then have to submit your application again to download your **new Certificate**.

Nominations

You can **nominate practices for accreditation** at <http://www.extension.rcgp.org.uk/ResearchReady/Nomination/Default.aspx>. You will be **required to enter their contact details**. They will then receive an **email inviting them to complete the accreditation survey** and supply with the necessary login information.

Practice test web links

Demonstration test logins are available if you would like to practise completing any of the above forms. Please contact us for further details.

5. You may gain **helpful information and guidance** from the below web links:

Department of Health: www.dh.gov.uk

National Institute for Health Research: www.nihr.ac.uk

National Network of Research & Development Support Units:

www.national-rdsu.org.uk

NHS Research and Development Forum: www.rdforum.nhs.uk

National Research Ethics Service (NRES): <http://www.nres.npsa.nhs.uk/>

Primary Care Trusts: www.nhs.uk

Royal College of Nursing: <http://www.rcn.org.uk/>

The Society for Academic Primary Care (SAPC): www.sapc.ac.uk

UK Clinical Research Collaboration: www.ukcrc.org

UK Federation of Primary Care Research Organisations: www.ukf-pcro.org

Please contact us at pcrta@rcgp.org.uk or 0203 188 7597 with any queries

Please also visit the College website: www.rcgp.org.uk/researchready for more information on the scheme