

Research Governance and the participant:

If you are asked to take part in a survey or some kind of research or consultation, you will know that:

- the research carried out is likely to be of a good standard, is of value and will have been fully approved;
- the reasons for the research and your role in it will be fully explained to you in a way that is clear and easy to understand;
- you have certain rights – for example the right not to take part or to withdraw from the study at any time without it affecting any services you receive;
- you will be told about the results;
- you will know who you can make a complaint to, if necessary.

If you are in any way concerned about a piece of research you are involved in please contact:

Head of Service Development, Care
Adult & Community Services
Suffolk County Council

tel: 01473 264661
research@socserv.suffolkcc.gov.uk

If you need to contact us

Suffolk County Council

Tel: 08456 066 067
Email: customerservice@csduk.com

Further information about this leaflet

Contact: Head of Service
Development, Care
Tel: 01473 264771
Email: research@socserv.suffolkcc.gov.uk
Web: www.suffolk.gov.uk/careandhealth/researchgovernance

We offer a telephone interpreting service. To use it, phone 0845 6 066 067. Leave your name, language and phone number and a translator will call you back.

我們設有電話傳譯服務，如欲使用，請撥電 0845 6 066 067，留下你的姓名、所用語言和電話號碼，便會有翻譯員回覆你的。

টেলিফোনে অনুবাদ প্রদান করার একটি ব্যবস্থা আছে। এটা ব্যবহার করতে হলে 0845 6 066 067 নম্বরে ফোন করে আপনার নাম, কোন ভাষায় কথা বলেন এবং টেলিফোন নম্বর বলুন তাহলে একজন অনুবাদকারী আপনাকে ফোন করবেন।

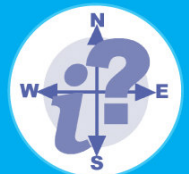
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If you would like this leaflet in large type, Braille or audio tape phone 0845 6 066 067.

Promoting and Supporting Quality Research in Suffolk



Essential information
for people who wish to carry out
research and people who
participate in research



Research is essential in planning and delivering effective and high quality care services.

What is Research Governance?

In 2001 the Department of Health introduced the 'Research Governance Framework for Health and Social Care', outlining the general principles of good research practice.

Why is it necessary?

The amount of consultation and research work carried out by Social Care and Health agencies is increasing with Government and Local Authority requirements for information about the outcomes of our services for service users and carers.

There is a need to have clearly laid out rules for good quality research. A system for recording, assessing and monitoring research ensures that Suffolk County Council is aware of research being undertaken and:

- prevents replication of research and groups of service users or staff being over-consulted.
- ensures that the dignity, rights, safety and well-being of participants and researchers are protected.
- safeguards the researchers' integrity.
- makes it possible to check that the work being carried out is sound.
- assigns responsibility for how research is carried out.

Responsibility is placed on Local Authority social care departments to ensure that any research taking place within their organisation has been assessed against these good practice standards.

What is Research?

The definition used for Research Governance is intentionally broad, and includes activities that are not traditionally labelled research, such as:

- Surveys
- Evaluations
- Focus groups
- Best value reviews
- Audits
- Student projects and dissertations
- Some forms of consultation

Research Governance covers both internally and externally funded projects as well as projects carried out by Suffolk County Council or by people employed by other organisations.

Does my project need formal approval?

If your project involves collecting information from or about individuals who are service users, their relatives and friends or employees of the County Council, you must work within the Research Governance Framework.

The Research Governance Group

The Research Governance Group (RGG) has been established to evaluate and give final approval for all research studies.

In addition to evaluating proposals, the RGG also supports and encourages individuals to undertake research and to use the findings from research to inform practice decisions.

What is the application process?

If you wish to undertake a piece of research you must first complete a research application form, available on the Suffolk County Council website:

www.suffolk.gov.uk/CareAndHealth/ResearchGovernance

or from the Head of Service Development, Care - email:

research@socserv.suffolkcc.gov.uk

The Research Governance Group will assess your proposal against good practice standards of research.

Monitoring the project:

The research sponsor is responsible for ensuring that the project follows good practice and ethical standards throughout. The sponsor must also ensure that the project keeps to the approved work plan / proposal.

After the project is completed:

All research projects that are approved will be entered on a local and national database to allow the findings to be shared and contribute to other research and the improvement of services.

All research participants must receive a copy of the research findings in an appropriate / user friendly format.