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# Introduction

REACH (Research, Evaluation and Audit in Child Health) has been set up as a junior-led research, audit and service evaluation collaboration across London. Projects will allow data collection and analysis across multiple hospital sites, providing high quality data to improve patient care.

This policy should be considered together with other REACH Network policy documents (available via our website), including:

- Project Selection Process - Standard Operating Procedure

- Project Set Up and Delivery - Standard Operating Procedure

## Aims

To establish a regional research network of paediatric junior doctors who conduct multi-centre data collection and analysis.

1. To perform high quality projects addressing important general paediatric questions, to improve patient care and enhance training experience.
2. To facilitate research opportunities across the London region with an appropriate support network while juniors move around the region.
3. To provide training in research through participation in multi-site projects for the educational benefit of REACH members and all junior doctors working in Paediatrics in London.
4. To attract national funding for research and audit work.

## Structure and Roles & Responsibilities

### (A) Central Committee

All committee members will be jointly responsible for:

- Establishing and coordinating research projects
- Supporting the presentation of REACH data at meetings and conferences
- Organising a regular Annual General Meeting
- Organising and attending quarterly Committee Meetings
- Mediating in disputes amongst REACH members
- Selecting projects to be conducted within and supported by the REACH Network
- Supporting project leads by giving advice on methods and the running of the project



- Signposting to other individuals who may be able to help with the project e.g. information governance, ethical committees, statistical support, trainee networks in other regions
- Helping with the recruitment of local centres for data collection
- Providing guidance with write-up and submission

### **Chairperson(s)**

- Chair committee meetings
- Steer development of REACH
- Promote REACH at a national and regional level
- Direct and coordinate committee work and ensure ongoing progress
- Ensure appropriate workloads, targets and workforce
- Acts as primary point of contact via the REACH email address

### **Secretary(ies)**

- Record minutes during committee meetings
- Draft and distribute minutes for REACH meetings
- Maintain team contact details spreadsheet
- Ensure action points are clearly highlighted to individuals or subgroups
- Organise meetings (dates & times), logistics (virtual platform, venue, etc) and take attendance & apologies.
- May act as point of contact via the REACH email address
- Liaises closely with chair(s) to ensure cohesive running of REACH

### **Information Technology and Communication lead(s)**

- Manage documents folder system
- Maintain REACH website
- Draft and circulate regular newsletter
- Disseminates information related to REACH on social media channels including twitter and instagram
- Keeps up to date with work of similar groups and networks, re-posting where appropriate

### **Regional Coordinator(s)**

- Liaise with Local Consultant and Junior Leads
- Maintain database and overview of current local teams including contact details
- Track movement of REACH Juniors as they rotate around London to ensure good coverage of the REACH Network
- Forge and maintain links with local departments, including Local Consultant and Junior Leads
- Disseminate information regarding current or upcoming projects to relevant stakeholders



- Act as first point of contact for local departments to troubleshoot problems
- Liaise with current project leads to ensure clear communication to all involved centres

### **Patient & Public Involvement lead(s)**

- Explore opportunities into PPI for the REACH network
- Champions and supports ways to incorporate PPI into current and future REACH projects
- Establish links with patient and public groups for long term collaboration with REACH

### **Consultant/Senior Lecturer(s) on Central Committee**

- Appointed by the central committee
- Provide continuity for the organisation when junior committee members change
- Provide guidance for strategic development of the organisation
- Facilitate initiation and support of projects

## **(B) Local Teams**

### **Junior Local Lead for REACH**

- Promotes REACH at a local level
- Provides a point of contact for REACH members at local level
- Escalates any issues to the executive committee
- Help coordinate local project team together with the local project lead

### **Consultant Local Lead for REACH**

- General
  - Maintain regular contact with their Junior Lead(s) and support as appropriate
  - Together with Junior Lead(s) select REACH projects that the trust wants to participate in when they become available
  - Review emails from REACH Central Committee
  - Highlight REACH projects to juniors and encourage involvement in REACH projects.
  - Support finding suitable candidates for Junior Local Lead if this position is unfilled within their trust.
- Project Specific
  - Support the REACH Junior Lead(s) regarding any local issues
  - Support juniors to work to the deadlines provided by REACH central committee
  - Highlight any concerns early to the REACH Central Committee via Regional Coordinators
  - Support registration by liaising with their trust's Governance / Research and Development Office (depending on whether research or service evaluation) when the study local information pack is available
  - Act as Principal Investigator for the study at their site if needed



- Champion REACH related work being conducted as a Supporting Professional Activity within working hours akin to audits and QI projects.

## (C) Project Team

### **Project Leads**

- Junior(s) responsible for the design and inception of a regional project / study
- Propose the project question and devise a protocol and standardised data collection tool (adapted as needed)
- Help with recruitment of local participants, who are collecting data
- Coordinate the conduct of the study across London
- Liaise with the Responsible Named Consultant for the specific project, the Local Leads and REACH Central Committee
- Ensure deadlines are set and met
- When required, ensure that Research and Ethics approval (REC) is obtained, and to support local leads with any local Research and Development (R&D) or audit department approvals
- Analyse the study data (can be done in collaboration with Local Leads)
- Lead on write-up of findings for publications
- Presenting findings regionally (e.g. at conferences) and/or submit findings for publication

### **Named Supporting Consultant**

The Project Leads should be supervised by a Named Supporting Consultant, who will:

- Have an interest in the subject area of the project
- Help with the design of the project
- Provide supervision for the project leads
- Be continually involved in overseeing the project and help to resolve any problems

### **Local Project Lead(s)**

- Junior(s) supported by a Local Consultant
- Hold responsibility for the management of the regional project at a local trust level and coordinate the conduct of the study locally
- Liaise with the Project Leads and Named Supporting Consultant
- Keep in touch with REACH Central Committee
- Help with recruitment of local participants, who are collecting data
- Ensure deadlines are met
- When required, liaise with the local Clinical Governance, Research and Development, or the Audit Departments and ensure Information Governance principles are followed
- Present the data locally and implement agreed plans for change locally
- The Local Lead will be supported by Local Contributors, who may be any individual who is involved with patient recruitment and/or data collection.



# Committee Meetings

1. REACH will conduct at the minimum quarterly Central Committee meetings. A minimum notice of 2 weeks will be given prior to each meeting.
2. All Central 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.
4. Copies of the minutes will be available at the subsequent committee meeting and can be made available via the REACH 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.
5. 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 absentia' by email is also permitted.
6. 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 Chairperson(s) casts the deciding vote.

# Authorship Rules

Authorship will include the REACH collaborative (in general as last author) with all actively participating local leads included as *indexed* authors, as well as all team members that fulfil the criteria for named authorship (see below). [The International Committee of Medical Journal Editors](#) recommends that to be an author all of the following 4 criteria must be met:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work
2. Drafting the work or revising it critically for important intellectual content
3. Final approval of the version to be published
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Other individuals, including all local data collectors will have their contribution acknowledged at the end of the articles.



# Information Governance

All projects should comply with local and national information governance rules and Research and Ethics approvals if required.

## Amendments to the Constitution

**Amendments to this constitution require unanimous approval from the Central Committee.**

15th March 2023 - Version 1.1 - Addition of related documents to introduction; reformatting of document; replacement of 'trainee' to 'junior' throughout the document; replaced 'Trust Leads' with 'Local Leads'. Approved on 21st April 2023.