

SDPBRN QI (Research) Portfolio – Study Adoption Application Form Guidance

The [SDPBRN QI \(Research\) Portfolio](#) is a database of all primary-care dental research studies that are approved for QI (Research) hours. Participation in these studies can count towards a dentist's QI activity requirements. Eligible General Dental Practitioners will be able to claim QI Allowance in respect of their QI (Research) hours.

Eligible Research Studies

Four broad categories of research are potentially eligible for adoption to the SDPBRN QI (Research) Portfolio and QI (Research) hours.

Category A	Rapid Evaluation Practitioner practice-based dental research studies conducted by the Scottish Dental Practice Based Research Network (SDPBRN).
Category B	Practice-based dental research studies conducted by Higher Education Institutions or NHS Health Boards.
Category C	Practice-based dental research studies that were awarded research funding through a process of open competition including high quality peer review.
Category D	National, practice-based, dental quality improvement initiatives that include a reflective research component.

Within these categories potentially eligible research studies must:

- address a clearly focused question investigating the quality of dental care;
- include primary or secondary outcomes directly relating to the question;
- be conducted in accordance with the [UK Policy for Health and Social Care Research](#) (2017). This includes:
 - all necessary approvals including: ethical review; NHS approval for R&D; research passports; Caldicott Guardian approval etc. secured;
 - appropriate peer review;
 - sufficient funding in place for completion of the study;
 - appropriate and transparent dissemination plans;
- include a component to enable dentists to reflect on the quality of the dental care they provide and to develop and take forward action plans as required. At a minimum this must include a reflective report.

Application Process

Application for adoption of a study onto the SDPBRN QI (Research) Portfolio must be made by the Chief Investigator using the [SDPBRN QI \(Research\) Portfolio Application Form](#) at least six weeks before the study start date.

The reflective report template and any other relevant templates (e.g. action planning template) must be submitted with the application.

Copies of all necessary research approval notifications are required to be submitted to SDPBRN before the study will be adopted onto the SDPBRN QI (Research) Portfolio. If research approvals are in progress but not yet secured, these can be submitted separately.

Notification of the outcome of the application will be made to the Chief Investigator or named Contact Person within six weeks of receipt of the application. *Please note if the application is not completed in full it may not be possible to meet this timescale.*

Application field content, definitions, potential outcomes of application and submission guidance are provided on pages 2, 3 and 4 of this document.

Application Field	Guidance
Applicant Details	Provide the name, employing organisation and address details of the Chief Investigator.
Contact Person	The Contact Person is the individual who is the main contact for the study. If the Contact Person is also the Chief Investigator, leave the name field blank. Complete the telephone number and e-mail fields.
Research Category	Select the Research Category for the study.
Quality Dimension	Select the Quality Dimension(s) for the study. If the study addresses more than one Quality Dimension, please select all relevant options.
Study Details	<p><u>Title</u>: Provide a brief, layperson title.</p> <p><u>Start Date</u>: This should be the date when participants are first invited to take part.</p> <p><u>End Date</u>: This should be the date when it is anticipated participants will have completed their involvement in the study.</p> <p><u>Background</u>: This should be a summary of the rationale for the study.</p> <p><u>Research Question</u>: This should be the research question(s) that investigates dental care quality.</p> <p><u>Outcomes</u>: These are the primary and/or secondary outcomes that directly address the dental care quality research question(s).</p> <p><u>Design</u>: Specify if the design is experimental or observational and provide brief details of its type. For example, this experimental study is a parallel group, randomised controlled trial.</p> <p><u>Setting</u>: Provide details of the primary care setting where the study is being carried out.</p> <p><u>Participants</u>: Select the categories of participants taking part in the study.</p> <p><u>Number of dentist participants</u>: Provide the number of primary care dentists invited to take part in the study.</p> <p><u>Dissemination Plans</u>: Select the dissemination activities that are planned.</p>
QI (Research) and Reflective Activities	<p>Provide a brief description of the QI (Research) activities to be carried out by dentist participants.</p> <p>If any of the research audit activities attract NHS R&D support or Research Funder financial support, please provide details.</p> <p>The reflective activities should be a brief description of the reflective activities that must be completed by dentist participants in order for them to claim QI (Research) hours. At a minimum these activities will comprise a structured, reflective report. The template for the reflective report must be submitted with the application. In addition, also submit templates for any other appropriate activities designed to support quality improvement (e.g. action planning).</p>
Governance	<p>This section provides information about the governance processes undertaken for the study.</p> <p>If ethical review and/or NHS R&D review is not required, please specify why.</p>
Sponsor Details	Provide the sponsor organisation and address details.
Chief Investigator Signature	The completed form should be signed by the Chief Investigator using a digital signature.
Documents Submitted with Application	<p>Select the documents that are being submitted with the application.</p> <p>The reflective report template for the study must be submitted with the application.</p> <p>Copies of research study approval documentation (e.g. favourable opinion letter from research ethics committee) can be submitted at a later date if not secured at the time of application.</p>

Definitions	
Chief Investigator	The person who takes overall responsibility for the design, conduct and reporting of a study if it is at one site; or if the study involves researchers at more than one site, the person who takes primary responsibility for the design, conduct and reporting of the study whether or not that person is an investigator at any particular site. ¹
Sponsor	Individual, organisation or group taking on responsibility for securing the arrangements to initiate, manage and finance a study.
Research Category	<p>The four broad categories of research that are potentially eligible for adoption to the SDPBRN Research Audit Portfolio are:</p> <p>Category A Rapid Evaluation Practitioner practice-based dental research studies conducted by the Scottish Dental Practice Based Research Network (SDPBRN).</p> <p>Category B Practice-based dental research studies conducted by Higher Education Institutions or NHS Health Boards.</p> <p>Category C Practice-based dental research studies that were awarded research funding through a process of open competition including high quality peer review.</p> <p>Category D National, practice-based, dental quality improvement initiatives that include a reflective research component.</p>
Quality Dimension	<p>These are based on the Institute of Medicine's six quality dimensions.¹ Using the definitions from the Healthcare Quality Strategy for NHSScotland² these are:</p> <p>Safe avoiding injuries to patients from healthcare that is intended to help them;</p> <p>Timely reducing waits and sometimes harmful delays for both those who receive care and those who give care;</p> <p>Efficient avoiding waste, including waste of equipment, supplies, ideas, and energy;</p> <p>Equitable providing care that does not vary in quality because of personal characteristics such as gender, ethnicity, geographic location or socio-economic status;</p> <p>Effective providing services based on scientific knowledge;</p> <p>Person-centred providing care that is responsive to individual personal preferences, needs and values and assuring that patient values guide all clinical decisions.</p>
Research Audit Activity	<p>Research audit activity is any activity undertaken by dentist participants during the research study that potentially may influence the quality of dental care delivered once participation in the study is complete. Examples of this type of activity are:</p> <ul style="list-style-type: none"> • measurement and self-report of clinical or non-clinical practice; • self-report of beliefs regarding clinical or non-clinical practice; • identification of the barriers and facilitators to changing practice; • delivery of clinical interventions following a research protocol; • piloting of new processes following a research protocol.
Reflective Activity	<p>The activity should be structured to support dentist participants reflect on their experience of participating in the study, critically analyse the effect of participating on their professional knowledge and/or skills, identify potential improvements to their practice as a result of participation and develop action plans for improvement.</p> <p>The activity must include (and can be limited to) a structured, reflective report to be completed by dentist participants at the end of their participation in the project.</p>

1. Institute of Medicine. Crossing the quality chasm: a new health system for the 21st century. Washington DC: National Academy Press, 1990.

2. [The Scottish Government. The Healthcare Quality Strategy for NHSScotland. May 2010 \(pgs.22-23\)](#)

Possible Outcomes of Application

1. Study adoption onto the SDPBRN Research Audit Portfolio and research audit hours approved.
2. Study adoption onto the SDPBRN Research Audit Portfolio and research audit hours to be approved on receipt of all required documentation.
3. Study adoption onto the SDPBRN Research Audit Portfolio and research audit hours not approved.

Submission of Application Form

The application form can be downloaded from the Research Audit Section of the [SDPBRN](http://www.sdpbrn.org.uk) website (www.sdpbrn.org.uk).

The form can be completed using Adobe Acrobat Reader. If you do not already have this software, it can be downloaded free of charge at <http://get.adobe.com/uk/reader/>.

Once complete save a local copy of the form for your records before emailing it as an attachment to sdpbrn@nes.scot.nhs.uk.

Please also attach the Reflective Report Template for the study to the email and any available research approval(s) documentation.

SDPBRN will acknowledge receipt of your application.

SDPBRN Contact Details

If you have any queries about completing the application form, the application process or the progress of your application, please contact:

Mrs Lorna Barnsley
SDPBRN Administrator
NHS Education for Scotland
Dundee Dental Education Centre
Small's Wynd
Dundee
DD1 4HN

Telephone: 01382 740912

E-mail: sdpbrn@nes.scot.nhs.uk