

CRIS at SWLStG - Service User Involvement (SUI)

This is a role description for service users interested in becoming members of the Oversight Committee of the Clinical Record Interactive Search (CRIS) system at SWLStG Mental Health NHS Trust.

What is CRIS?

- CRIS is a technology development that allows authorised users within an NHS Trust to search an anonymised database of clinical information derived from the electronic clinical record system, which in SWLStG Mental Health NHS Trust is Servelec Healthcare's 'RiO' system.
- CRIS was initially developed at the South London and Maudsley NHS Foundation Trust in 2007. Over the past 10 years it has been adopted by a further 15 Mental Health NHS Trusts under the remit of the 'UK-CRIS programme', which is run by Oxford University.
- CRIS works by creating a database of clinical data from the existing clinical record in which the patient identifiable data (PID) is removed.
 - This is done by an automated process that uses each individual's PID to find and remove PID from within their record, before deleting the PID entirely.
 - Each record is then given a unique ID number and made available for searching, unless that record has been previously marked as unavailable.

What is the Role of the CRIS Oversight Committee?

- The CRIS Oversight Committee's role is to control who uses the CRIS system and for what purpose. **Nobody can use the CRIS system without prior authorisation** from the CRIS Oversight Committee.
- The Committee can withdraw access to the CRIS system at any time if it is felt that users are not using it as agreed.
- The CRIS Oversight Committee also makes decisions about the governance structures surrounding CRIS and about information that is communicated with Trust staff and service users.

Who else will be in the CRIS Oversight Committee?

The Committee will include a senior clinician, a representative from the Trust's IT department, a representative of the Trust's Data Protection lead (the Caldicott Guardian), 2 service user representatives and an administrator.

How often will the CRIS Oversight Committee Meet?

The Committee will agree how often it is to meet based on the volume of applications that are received to use the system. The Committee may agree to meet 'virtually' via Skype, or by e-mail.

What will your responsibilities be?

Service users will be expected to:

- Be familiar with the principles of the CRIS system.
- Read applications made to use the CRIS system.
- Contribute to decisions about who will be granted access to the CRIS system by providing a service-user perspective on applications.
- Contribute to discussions about how information about CRIS is communicated to Trust staff and service users.
- Travel to Committee meetings or join them virtually by Skype or via e-mail.
- Be transparent about any conflicts of interest that they might have. For example, you may know someone who applies to use the CRIS system.

What will our responsibilities be?

- The R&D department and other members of the CRIS Oversight Committee will have a responsibility to support service users in being an active member of the Committee.
- This will include making sure you have the right documentation in order to familiarise yourself with the CRIS system and review applications to use it.
- This may also include helping you to make a decision by explaining technical language and meeting with you before or after formal Committee meetings to help you resolve any issues.

How Much Time will Membership Involve?

- This is difficult to predict because it will depend on how many applications the CRIS Oversight Committee receives to use the CRIS system. However, we do not anticipate the degree of work to be more than ½ day per month on average.
- The CRIS Oversight Committee is expected to exist for the foreseeable future. However, you are under no obligation to be a member for any particular length of time.
- If you decide in the future that you no longer want to be a member, then you just need to let us know using the details below.

Person Specification

Factor	Essential Attributes	Desirable Attributes
Qualifications	None	None
Experience	Lived experience of mental health difficulties	Committee experience Lived experience of mental health research
Skills	Ability to use a computer for email and word processing Ability to read and understand research proposals Ability to represent own and more general service user group principles and opinions with regards to research proposals	Ability to use video-conferencing facilities such as Skype
Knowledge		Knowledge of basic research principles Knowledge of basic medical informatics principles
Personal qualities	Good communication skills Able to express own views Able to openly accommodate the views of others Able to contribute to a consensus decision	Confidence in a multi-disciplinary professional context

Payment & Expenses

The role will involve payment at the Trust's standard rate of £10 per hour. However, we will not be able to reimburse your travel expenses.

Your decisions about acting in this role will never affect the standard of care you receive at SWLStG or any other NHS Trust.

What do I do if I want to take part?

Let us know by e-mailing us a CV and a personal statement (2 pages maximum) or e-mail explaining why you are interested in this role to: research@swlstg-tr.nhs.uk.

Alternatively, you can write to us at the R&D Department, 1st Floor, Building 14, Springfield University Hospital, 61 Glenburnie Road, London, SW17 7DJ

Please let us know by **Monday 10 July 2017.**

What if I change my mind?

If you commit to being part of the oversight committee but decide at a later date that you do not want to continue, then all you need to do is let us know by getting in touch with the Research & Development Department.

If I have further questions, who should I ask?

Please contact the Research Department, 1st Floor, Building 14, Springfield University Hospital, 61 Glenburnie Road, London, SW17 7DJ, e-mail: research@swlstg-tr.nhs.uk.