Health Research Institute (HRI) - Key Business Process

PURPOSE

The University of Limerick's Health Research Institute (HRI), founded in 2014, has a prime role in fostering and delivering health research in Limerick and nationally. As it continues to develop, both the breadth and impact of research undertaken by its members are increasing. The HRI has developed a unique transdisciplinary approach to health research, focusing on translational outputs with direct relevance to health practice, and delivering research excellence and impact in the health domain through a vibrant membership and supportive ecosystem.

The HRI has been built upon the unique blend of research disciplines which has emerged during the development of health-related teaching and activity across the University. These disciplines are encapsulated in our research themes, Lifestyle and Health, Health Services Delivery, Health Technologies, and the cross-cutting Public and Patient Involvement theme. These themes group the Institute's researchers into resonant research areas, with a high degree of inter-theme collaboration and knowledge exchange.

The HRI has an interdisciplinary ethos with a focus on collaboration. This collaborative approach is supported by our position as the bridge between clinically based and university-based researchers.

Our research strategy is closely aligned with the strategic goals of the University of Limerick (UL).

The HRI has developed a Quality Management System suitable for a small entity, called QMS Essential.

HRI activities are primarily based on the University Strategic objectives, the HRI Strategy, feedback from HRI Members and other internal and external stake holders and the HRI Executive committee requirements.

Core activities include:
1. Management of institutional (core team) compliance with all UL policies
2. Regular and relevant communication with all Members
3. Provision of support to the HRI Members- Full, Postgraduate/Postdoctoral and Affiliate
4. Organisation of events and activities to promote collaboration and networking
5. Organisation of Learning and Development opportunities
6. Management of the Members' Database
7. Management of the Quality Management System
8. Compilation and dissemination of Annual Reports
9. Preparation and organisation for Quality Reviews
10. Policy, Process and Operational Procedure development
11. Administration of Records and Personal Data Inventory
12. Social Media activity
13. Website Management

14. Support for research funding applications
15. Clinical Research Support in the Clinical Research Support Unit (CERC-UHL)
16. Internal Funding administration and management
17. Maintenance and management of the HRI Risk Register
18. Records Retention and Management log management
19. SharePoint development and management

The HRI has an Operational Planning and Monitoring procedure which is updated on an annual basis or more regularly as required. This plan is based on the HRI strategic objectives, stake holder feedback, Risk Register future controls and HRI Executive committee requirements. The procedure is available as an operational procedure on SharePoint. The HRI has an annual meeting schedule, for both internal core team members and for the wider membership. These meetings are entered into the Operations and Members SharePoint calendars as appropriate. The HRI has a monitored Risk Register, a Personal Data Inventory and a Records Retention and Management log. SharePoint is the central repository for all HRI documentation.

The purpose of this document is to outline the key activities of the HRI. The finer detail is available in the HRI Operational Procedures folder stored on SharePoint.

RESPONSIBILITY

The Institute is led by the Director who has overall responsibility for its management.
The Operations Manager manages the daily activities of the Institute and ensures that the operational plan reflects the HRI strategy and that it is actioned effectively.
The Operations Manager has responsibility for this process and its implementation.

PROCEDURE

The HRI Executive Committee has ultimate responsibility for all aspects of the Institute, from strategic planning and implementation to governance. In relation to strategy, the objective of the Executive Committee is to facilitate the development, implementation, evaluation, and review of the Institute's Research Strategy.

The HRI Executive Committee comprises:
- HRI Director
- Theme Leads for HRI thematic focal areas:
    -Lifestyle and Health
    -Health Technologies
    -Health Services Delivery
- Assistant Dean of Research (ADR)—Education and Health Sciences (EHS)
- Operations Manager
- Research Funding Officer
- Clinical Operations Manager

The HRI Core Operational Team which has responsibility for the day-to-day activities of the Institute comprises:
- Operations Manager- overall responsibility for the operational management of the HRI.

- Clinical Operations Manager- manages all aspects of the HRI-CRSU.
- Research Funding Officer - provides support to HRI members for external research funding.
- HRI Cluster Administrator- provides administrative support to the Cluster Leads of the 4 large Clusters awarded funding in 2018
- Biostatistician- provides bio-statistical expertise to HRI Members, University of Limerick Hospital Group and Mid-West Community Healthcare Organisation colleagues
- Projects Coordinator- provides co-ordination support for HRI projects.
- HRI Administrator- provides administrative support to the Institute.
- Quality and Regulatory Clinical Research Associate. This is a dual role. Time equally divided for:
  - Feasibility and Study Start-up requirements
  - Management of Quality and Regulatory affairs
- 3 x Clinical Nurse Managers who provide research nursing support in the HRI-CRSU.

DOCUMENTATION

The HRI Operational Procedures provide the background detail to this process and are available HERE

RECORDS

Records are held by the HRI for the period defined by individual processes. All members of staff operate in accordance with the University's Records Management and Retention Policy. Any personal data that is used as part of this process is processed in accordance with the General Data Protection Regulation (GDPR) / Data Protection Acts 1988-2018 and the University of Limerick Data Protection Policy.

PROCESS VERIFICATION

The HRI verifies the effectiveness and accuracy of this key business process on a regular basis by:
- Internal/ QMS audits
- Stake Holder feedback including surveys

REVISION HISTORY

Revision No.	Date	Approved by:	Details of Change	Process Owner
1	Sept. 21		*Initial Release*	