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 'Priority Research Areas' and 'Underpinning Areas of Excellence', Ageing, Cancer, Physical Activity for Health, Food Diet and Nutrition, Participatory Health Research, Digital Technology & Advanced Data Analytics and Implementation Research. These Priority Research areas and Underpinning Areas of Excellence group the Institute's researchers into resonant research areas, with a high degree of interconnected areas of 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
   Note: In line with the HRI Strategy 2023-2028, HRI membership types will be as follows from October 2024: Full Member Academic, Full Member Clinical, Full Member ECR (Early Career Researcher), Postgraduate and Postdoctoral.
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 according to the UL Records Management and Retention policy
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. SharePoint development and management

The HRI has an Implementation Plan (WIP- February 2024) 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, HRI Management Team and HRI Executive committee requirements. The plan will be 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 Implementation plan reflects the HRI strategy and that it is actioned effectively.
The Operations Manager has responsibility for this process and its implementation.

PROCEDURE

Executive Committee

The HRI Executive Committee has responsibility for all aspects of the Institute's governance, strategic planning and implementation and for ensuring alignment between the agreed strategy and operational planning.

The objectives, therefore, of the Executive Committee are to facilitate the continual development, implementation, evaluation, and review of the Institute's research strategy in conjunction with the External Advisory Board (to be developed) and to ensure that all requirements are in place and updated as required.

All members are expected to represent their particular area of responsibility and ensure appropriate communications between their respective units and the Committee, as required.

The HRI adheres to all principles laid down by the UL (University of Limerick) Human Rights - Equality, Diversity, and Inclusion policies in relation to Executive Committee composition.

The HRI Executive Committee (the "Committee") will be comprised of:

- Institute Director (Chair)

  Representatives from:

- Faculty of Education & Health Sciences, typically the ADR
- Faculty of Science and Engineering, typically the ADR
- University of Limerick Hospital Group, typically the Chief Academic Officer
- Health Sciences Academy Director (if different to the above)
- Active Researchers of priority and underpinning research areas x 3, with at least one from each research area type.
- Representative from the Postgraduate/Postdoctoral membership in an advisory capacity (non-voting)

Co-opted members (internal and/or external) for defined periods as nominated by the Director and approved by the VPR (Vice President Research) *

Representatives who may be invited to participate in specific discussions in an advisory capacity (non-voting). This can include Patient/Public Representatives and Industry.

Management Team

The HRI Management Team (the "Team") has responsibility for the efficient and effective management of the Institute. All management requirements and planning will be dictated by the HRI Executive Committee and by the strategic implementation plan. The Management Team will ensure the effective implementation of the strategic plan and advise the Executive of any barriers or concerns related to this plan.

The objectives, therefore, of the Management Team are to ensure that the strategic implementation plan and the direction of the Executive Committee are executed.

The HRI Management Team will be comprised of:

a. Institute Director (Chair)
b. Operations Manager
c. Clinical Research Operations Manager
d. HRI Research Funding Officer
e. 4 x Research active academics from HRI Research areas- at least one from the Priority Research Areas and one from the Underpinning Areas of Excellence.

The Team may include Co-opted members (internal and/or external) for defined periods as nominated by the Director i.e., representatives who may be invited to participate in specific discussions in an advisory capacity (non-voting).

Core Operational Team

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 Research 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 Research Group Leads
- 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.
- Senior Administrator- manages specific areas e.g., social media, internal funding calls, membership application and renewal.
- HRI Administrator- provides administrative support to the Institute with 50% of time spent as Personal Assistant (PA) to the HRI Director.
- Quality and Regulatory Clinical Research Associate.
- Clinical Nurse Managers who provide research nursing support in the HRI-CRSU.
- CRSU Administrator- provides administrative support in the CRSU.

DOCUMENTATION

The HRI Operational Procedures provide the background detail to this process. Linked are the HRI Procedure and Policy Processes PaPPs .

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 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's 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*	Gene O'Sullivan
2	Jan. 24	Goretti Brady	*Pg 1 - Format updated and HRI Logo added.* - *'Priority Research Areas' and 'Underpinning Areas of Excellence' Titles updated.* *Pg 2/3 - Update to Management Team, Executive Committee & Ops Team;* *update to research priorities replacing themes.* *introduction of implementation plan related to new strategy.* *Pg 4 - Links to Records Management Policy and Data Protection Policy updated.* *All Pages Footer Rev changed to 'Rev 2'*	Luan Lyons