



# Nottinghamshire County

Nottinghamshire County Teaching PCT  
Research and Evaluation

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Date: 21<sup>st</sup> August 2009

Dr Kristian Pollock  
Room 1969, School of Nursing  
University of Nottingham  
Queens Medical Centre  
Nottingham  
NG7 2UH

Dear Kristian

**Ethics Reference Number: 09/H0403/62**

**Project Title: How confident are Community Nurses in caring for patients who are dying? A qualitative study of community nurses' experience of providing end of life care in the community**

Thank you for submitting the above project to the NHS Nottinghamshire County Research and Evaluation Department. The project has now been given Organisational Approval by:

Dr Chris Packham, R & D Lead, on behalf of NHS Nottingham City

Although Organisational approval has been given for this study it does not guarantee that independent contractors such as GPs, dentists, optometrists and community pharmacists will be able to take part in your study.

## **Conditions of approval**

***Please note that approval for this study is dependent on full compliance with the following. To that end, please complete and return the form attached to this letter confirming your acceptance of these terms and conditions:***

- You are required to ensure that all information regarding patients or staff remains secure and **strictly confidential** at all times. You must ensure that you understand and comply with the requirements of the NHS Confidentiality Code of Practice (<http://www.dh.gov.uk/assetRoot/04/06/92/54/04069254.pdf>) and the Data Protection Act (1998). Furthermore, you should be aware that under the Act, unauthorised disclosure of information is an offence and such disclosures may lead to prosecution.
- You must not hold person identifiable data on portable media unless it is encrypted. Protecting data files with passwords does not constitute encryption
- To complete yearly/final reports as requested, and to feedback study findings to the Research and Development Department and participants (as appropriate)
- To endeavour to publish and/or disseminate research findings on completion of the project
- To inform the Research and Development Department of any changes that occur, e.g. amendments to approved documentation, project not started for any reason, change in personnel etc
- That you inform the Research and Development Department which GP Practices you have recruited to your study from the Nottinghamshire PCTs (where applicable)
- That you inform the Research and Development Department of all serious adverse incidents<sup>1</sup> in accordance with Trust Policy and/or Legal requirements (e.g. Sponsor, MHRA). This is in addition to the reporting of serious or unexpected adverse events and adverse drug reactions (which may affect the conduct and continuation of the study) to the approving research ethics committee
- That you are aware of and comply with the PCT Research and Development Policies and Best Practice Guidance<sup>2</sup>
- That you agree to cooperate with a Research Governance Audit of the project if requested by the Research and Development Department
- That you have read and agree to abide by the Research Governance Framework (RGF) for Health and Social Care (second edition 2005)

The *Research Governance Framework for Health & Social Care* sets out the responsibilities of all those involved in research in order to enhance the ethical and scientific quality of health research and to safeguard patients and the public. The lead investigator and all involved in the research have a responsibility to comply with Research Governance.

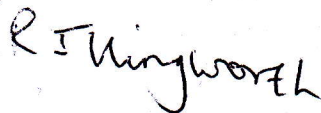
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<sup>1</sup> Refer to Nottinghamshire PCTs Adverse Event Reporting Policy in Research for definitions - [www.rdnottspct.nhs.uk](http://www.rdnottspct.nhs.uk)

<sup>2</sup> Policy for Adverse Event Reporting in Research  
Research Fraud and Misconduct Policy  
Policy for the Management of Trust Generated Intellectual Property  
Best Practice Guidance: Data Management in Research  
[www.rdnottspct.nhs.uk](http://www.rdnottspct.nhs.uk)

Full details can be found in the RGF document available at [www.dh.gov.uk](http://www.dh.gov.uk) or via the Research and Evaluation Department.

Yours sincerely,



Rachel Illingworth  
Head of Research and Evaluation

Copy to  
R&D leads  
Ethics  
Katherine Adams