

**UK Mental Health Research Network Training Programme
for Clinical Studies Officers (CSOs)
August 2007**

UK Mental Health Research Network (MHRN) aims to provide an active training programme for its Clinical Studies Officers (CSOs) designed to complement the generic training courses provided through the UKCRN Training and Education programme which all MHRN staff are encouraged to participate in fully.

In the long term MHRN aims to provide training courses that continually enhance staff skills, share good practice and build on the knowledge and experience gained as the network evolves.

The following list outlines the current training expectations for CSOs and timelines for completion of this training.

A) Core MHRN training programme

On initial employment CSO staff should be offered.

- i. **Site specific induction**, including both local information and information on MHRN.

Timescale: completed within 2 weeks of commencing employment.

- ii. Staff will attend **local inductions** to fulfill any trust or university requirements.

Timescale: according to trust/university requirements.

- iii. **Good Clinical Practice (GCP)**: training is provided through the UKCRN Training and Education programme. CSOs are expected to complete a formal GCP training course within 3 months of employment. MHRN will run additional courses periodically as required, to facilitate rapid provision of this training. Requests for additional MHRN run GCP courses should be made by the Hub Coordinator to the MHRN Manager.

Timescale: completed within 3 months of employment and updated annually.

- iv. **Confidentiality training**: the UKCRN provides courses on Data Protection. The online course has a module on confidentiality and the taught course has a section that addresses confidentiality. MHRN can run additional courses periodically as required, to facilitate rapid provision of this training. Requests for additional MHRN run confidentiality training should be made by the Hub Coordinator to the MHRN Manager.

Timescale: completed within 3 months of employment.

- v. **Valid informed consent:** training is provided through the UKCRN Training and Education programme. MHRN will run additional courses periodically on request, dependent on demand, the focus of these being on the Mental Health arena.

Timescale: completed within 9 months of employment.

Workshop series

- vi. **'Feasibility Assessments & Successful Site Selection' workshops:** these workshops aim to provide participants with a working knowledge of the feasibility assessment process; key factors for identification of suitable investigators per therapy area; methods for accurate assessment of patient population case loads and solutions that facilitate successful site selections. These workshops cover commercial and non-commercially funded research and are relevant to feasibility and site selection for clinical trials as well as for other well designed studies.

Timescale: these workshops are run on an annual basis (1st workshop was run in March 2007; next course will be in Feb/March 2008)

- vii **'Recruitment Facilitation' workshops:** aims to share experiences of working on MHRN-adopted projects; assess what makes a positive difference to recruitment (both clinician & participant); share good practice for the full range of mental health research study types (not just trials); collate future ambitions, including SURGE and FACTOR activities and service-user and carer involvement.

Timescale: these workshops are run on an annual basis (The first workshop was run in July 2006 and the second is scheduled for **27 September 2007**)

- viii **'Communicating network activities' workshops:** this workshop aims to equip CSOs with the presentation skills and tools required to help them in their role to communicate effectively to a range of audiences. The objectives of the workshop include identifying the appropriate content and format for presenting to different groups, allowing CSOs to share their current experiences of giving presentations as part of their role, and explore in groups the challenges of communicating to audiences about involvement in research

Timescale: these workshops are run on an annual basis (The first workshop was run in May 07; next course will be in May/ June 2008)

- ix. **'Writing for Publicity'** workshop: covers topics related to produce publicity items such as, newsletters, study leaflets and any information aimed at raising awareness of research studies. The objectives of the course include identifying the role and scope of publicity documents, identify appropriate and interesting content, think creatively about these types of documents and discuss ways to give them a professional edge.

Timescale: these workshops are run on an annual basis (The first workshop was run in December 2006; next course will be in December 2007).

- x. **Free online training courses:** there are online training courses provided free of charge. For example:
- ***Human Participant Protection Education for Research Teams***, takes 2-3 hours to complete;
 - ***Clinical Research Training Course***, takes 4-5 hours to complete.

Both provided by the National Cancer Institute and although some aspects differ to UK procedures these are good background courses which CSO staff are encouraged to complete. On successful completion the participant can print off a completion certificate.

B) Study Specific Training (provided on an ad hoc study-specific basis); MHRN encourages research teams who will benefit from CSO input to provide CSO training in unison with training for the research team staff thus limiting costs.

Timescale: completed within the first few months of MHRN involvement in an adopted project.

C) Specialist training (provided if a candidate demonstrates the course will be of direct benefit to their MHRN role and demonstrates real commitment to completion of course)

- Mental Health research assessment** common tools:
 - *Positive and Negative Syndrome Scale (PANSS)*;
 - *Structured Clinical Interview for DSM-IV (SCID)*.
- Venepuncture** (as projects dictate): arranged through the local hub.
- Randomised Controlled Trials course:** an annual one week residential practical course - guide to RCT design, conduct, analysis, interpretation & reporting. NB. This course takes place in Oxford in the spring of each year and will be advertised by the MHRN Administrator when details are available.
- Introduction to counseling** (to aid project specific requirements).
- Others as required – on request to the MHRN Manager via the Hub Coordinator.**