



**For Office Use:** Date Received: Fully completed form: **Y/N** Place Allocated: ****

Confirmed: Whole: **Y/N** Blocks/sessions: Notes:

‘RESEARCH IN HEALTH CARE:

A PRACTICAL INTRODUCTION’

ENROLMENT FORM

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| **Huddersfield Royal Infirmary****11th October – 18th December 2018** |
| **Please complete, print & return signed form by Thursday 4th October 2018 to: Lesley Thomis, Research Facilitator, R&D Department, Room 21 Block 1, Basement Corridor (South Drive Entrance), Huddersfield Royal Infirmary, Acre Street, Lindley, Huddersfield, HD3 3EA.** If you have difficulty in completing the form please contact Lesley Thomis: E-mail Lesley.thomis@cht.nhs.uk/ Tel: 01484 343396 **ALL SECTIONS MUST BE COMPLETED, those marked with an \* are mandatory fields** |
| **1. \*Title**       | **\*Name**        |
| **2. \*Job Title**       |
| **3. \*Organisation**        |
| **4. \*Place of Work** (Give full address)         |
|  **\*Work Telephone:**       | **\*Work Email:**       |
|  **\*Work Mobile:**       |  |
| **5. \*Home Address**  (Give full address)        |
|  **\*Home Telephone:**       | **\*Personal Email:**       |
|  **\*Personal Mobile:**  |  |
| **6. \*Highest Level of qualification held (further higher education)** (Please include professional and academic qualifications)        |
| **7. \*Please give details of any previous experience in training or research**        |
| **8. \*Some of the skills required for successful progression on the course are laid out below. Please estimate your ability level at each on a scale of 1(lowest) to 5 (highest)** **PC Skills**       **Basic Skills: Numeracy**      O-Level/GCSE Maths or equivalent =5 Ability to use a scientific calculatorGood keyboard & mouse skills Experience of working in a Windows/Macintosh environment. Understanding of key Windows/Macintosh features **Basic Skills: Literacy**       O-Level/GCSE English or equivalent =5 |
| 9. \*You have the option of attending either the whole course or individual blocks/sessions. The course timetable is detailed on page 5. Please indicate below the study pattern you wish to attend by checking (a) or (b) below:1. **The whole course** **[ ]**

**OR****(b) Individual blocks/sessions** **[ ]** [Go to (c) below]1. **If you have checked (b) above,** please indicate below which individual blocks/sessions you wish to attend and **note** the prerequisites, e.g. to gain the most from Session 6 – Critical Appraisal, you need to attend Sessions 1, 3 and 4 first. Individual advice can be given from the course leader if required.
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| **Block 1 Preparing for a Project: the background to research Whole Block** [ ]  |
|  **Prerequisites**1. Research, audit, and clinical practice [ ]  **None**
2. Overview of Research: Perspectives and Language [ ]  **None**
3. Overview of Research: Methods, Features & Designs [ ]  **Session 2**
4. Writing your Research Proposal [ ]  **Sessions 1,2,3**
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| **Block 2 Obtaining and Evaluating Current Evidence Whole Block** [ ]  |
| 1. How to find research evidence/

Electronic databases and search strategies [ ]  **PC Skills**1. Critical Appraisal Skills [ ]  **Sessions 1,3,4**
 |
| **Block 3 Statistical Principles and Analysis of Data Whole Block** [ ]  |
| 1. Introduction to Statistics 1 [ ]  **Basic Numeracy**
2. Introduction to Statistics 2 [ ]  **Session 7**
3. Analysing your research data [ ]  **Session 7, 8**
4. Quantitative Analysis – Using **SPSS** [ ]  **Session 7,8 &9** **PC skills essential**
 |
| **Block 4 Introduction to Research Methods Whole Block** [ ]  |
| 1. Surveys & Questionnaires [ ]  **Sessions 1**
2. Measuring Clinical Outcomes [ ]  **Sessions 1,2**
3. Qualitative Research Methods [ ]  **None**
4. Service evaluation [ ]  **None**
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| **Block 5 Surviving and Disseminating Your Project Whole Block** [ ]  |
| 1. Managing your project [ ]  **Session 4**
2. Disseminating your findings [ ]  **None**
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| **10. Induction** Course Induction will take place on **Thursday 11th October 2018 at 2.00pm – 4.00pm.** This will include an overview of the course, a course handbook, library membership and an opportunity to ask any questions you may have. **\*\**All students are expected to attend\*\**** |
| **11. Personal Statement**. This statement will form part of the **eligibility** **criteria**.Please state **why** and **how** you think undertaking the course will benefit you and what if any, expectations you have of the course *(maximum 200 words)*      |
| **12. Booking & Cancellation policy****Whilst the course is without charge to subscribing agencies any cancellations will be charged £60 - this includes withdrawing from the course once it has begun and any non-attendances for pre-booked sessions. Managers will be notified of any absences for pre-booked sessions. Students who miss half of any session will be recorded as having not completed that session. For external agencies please contact the course leader for course fees.** Should a course have to be cancelled due to very low enrolment, any participant enrolled on that course would be contacted immediately. Changes to the programme are rare, but in the case of illness or any unforeseen circumstances, a lecturer or venue may need to be substituted at short notice. In the unusual event of the need to cancel a course entirely, students will be notified immediately. |
| **13. \*Declaration:** I understand that I am committing myself to the programme as recorded above, and that unauthorized absence will lead to a charge and loss of certification for completion of the course. I agree to the booking policy and cancellation policy as outlined above.I am also aware that in order to complete Block 4 (Statistical Principles and Analysis of Data) I will be expected to have some basic numeracy skills and be fluent in using a PC for the SPSS session.**Signature /Name of applicant:**       **Date:** **\*Please indicate that you agree with the declaration above by checking the box:** **[ ]**  |
| **16.\*Please ensure this form is countersigned by your line manager below:****Authorisation by Line Manager****Name of Line Manager:**      **Job Title:**      **Full postal work address:**     **Telephone:**       **Email:**      **I have read the booking and cancellation policy above. I give permission for the above staff member to attend this training programme as indicated above.** **Signed/Name:**       **Date:**      **We will accept:*** **Electronic form but only with a supporting confirmation email from line manager – but all other details in this section must be completed OR**
* **A completed signed hard copy of the form**
 |
| **Where did you hear about the course?**       |

**Closing date for bookings Thursday 4th October 2018**

**Please submit the completed & signed form to Lesley Thomis at**

**the address on page one (in red).**

You will receive confirmation of your place within 3 working days of receipt.

**Incomplete forms will not be accepted.**

#### Course Timetable – AUTUMN 2018

**Huddersfield Royal Infirmary**

**11th October – 18th December 2018**

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| --- | --- | --- | --- | --- | --- |
| **BLOCK/SESSION** | **DATE** |  | **TIME** | **ROOM** | **TRAINERS** |
| **INDUCTION/ENROLMENT** | **Thursday 11th October** | **2.00pm – 4.00pm** | **Discussion Room 3, Learning Centre** | **Asifa Ali****Lesley Thomis** |
| **Block 1: Preparing for a Project: the background to research** |
| 1. **Research Audit & Clinical Practice**
 | **Thursday 18th October 2018** | **9.30am – 12.30pm** | **Meeting****Room 3,** **Acre Mill** | **JVarlow/ AAli/ Suzy Daly** |
| 1. **Overview of Research: Perspectives, Language**
 | **1.30pm – 4.30pm** | **Asifa Ali****John Varlow** |
| 1. **Overview of Research: Methods, Features and Designs**
 | **Wednesday 24th October 2018** | **9.30am – 12.30pm** | **Meeting** **Room 4,** **Acre Mill** | **John Varlow****Asifa Ali** |
| 1. **Writing your proposal/finding funding**
 | **1.30pm – 4.30pm** | **John Varlow****Asifa Ali** |
| **Block 2: Obtaining and Evaluating Current Evidence** |
| 1. **Sources of evidence and literature searching**
 | **Monday 5th November 2018** | **9.30am – 12.30pm or** **1.30pm – 4.30pm** | **IT Room, Sub-basement (main building)** | **Helen Curtis** |
| 1. **Critical appraisal skills**
 | **9.30am – 12.30pm or** **1.30pm – 4.30pm** | **Meeting** **Room 4,** **Acre Mill** | **J Varlow/A Ali** **Facilitators:****Helen Curtis****S Hennessy** |
| **Block 3: Statistical Principles and Analysis of Data** |
| 1. **Intro. To Stats 1**
 | **Monday 12th November 2018** | **9.30am – 12.30pm** | **Discussion Room 1, Learning Centre** | **John Varlow**  |
| 1. **Intro. To Stats 2**
 | **1.30pm – 4.30pm** | **John Varlow**  |
| 1. **Analysing your data**
 | **Monday 19th November 2018** | **9.30am – 12.30pm** | **Discussion Room 2, Learning Centre** | **John Varlow****John Hiley** |
| 1. **Quantitative analysis – using SPSS**
 | **Monday 26th November 2017** | **9.30am – 1.30pm or** **1.30pm – 4.30pm** | **IT Room, Sub-basement (main building)** | **John Varlow****Facilitator:****Lesley Thomis** |
| **Block 4: Introduction to Research Methods** |
| 1. **Surveys and questionnaires**
 | **Tuesday 4th December 2017** | **9.30am – 12.30pm** | **Discussion Room 2, Learning Centre** | **Asifa Ali** |
| 1. **Measuring clinical outcomes**
 | **1.30pm – 4.30pm** | **John Varlow** |
| 1. **Qualitative research methods**
 | **Monday 10th December 2017** | **9.30am – 12.30pm** | **Meeting** **Room 4,** **Acre Mill** | **Nigel King** |
| 1. **Service evaluation**
 | **1.30pm – 4.30pm** | **John Hiley** |
| **Block 5: Surviving and Disseminating Your Project** |
| 1. **Managing your project**
 | **Tuesday 18th December 2017** | **9.30am – 12.30pm** | **Discussion Room 1, Learning Centre** | **John Varlow****Asifa Ali** |
| 1. **Disseminating your findings**
 | **1.30pm – 4.30pm** | **John Varlow****Asifa Ali** |