



National Institute for Health Research (NIHR)Oxford
Cognitive Health Clinical Research Facility

Equality, Diversity and Inclusion (EDI) Framework

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Statement of Commitment

This document sets out the strategy and framework for Equality, Diversity and Inclusion (EDI) at the NIHR Oxford Health Clinical Research Facility (CRF) for 2022-2027.

Oxford Health CRF acknowledges the need for inclusivity within research. We see EDI as essential to research and recognise the role that it has in strengthening our practice and enhancing the quality of our research. We acknowledge the need to embed meaningful and collaborative EDI practice in all CRF practices and systems. An important part of this involves embedding an inclusive culture in the CRF. Research opportunities should be accessible, person-centred, and represent the voices of diverse communities.

The Venza Global’s EDI Maturity Model (Figure 1) supports organisations to evaluate where they are on their diversity journey. It can be used to support EDI planning and goal setting. The CRF is currently in the “compliance” and early “discovery” stage. This document outlines our vision and action plan for EDI at the CRF. Goals and actions are included, which target the “discovery” stage of this model. This involves identifying and addressing gaps in our EDI practice.



Figure 1. Venza Global’s Equality, Diversity and Inclusion Maturity Model. D&I: Diversity and Inclusion

Our vision

Our vision for EDI, which is shared with the NIHR Oxford Health Biomedical Research Centre (BRC) is as follows:

“With an underpinning commitment to Research Equality, we will work with partners to establish, and enhance, the evidence-base for EDI, focusing on relevant data collection and processes that will enhance the diversity of our research participants and workforce.”

Over the last year, the CRF has set up a staff EDI working group. We have piloted demographics data collection of research participants and started building partnerships and collaborations with local research groups. Our updated booking forms ask about the EDI needs of research participants prior to visits, so staff can prepare appropriately. Diversity in our Engage (Patient and Public Involvement

(PPI) group has grown over the last year. The CRF aims to build on this work and further embed EDI into CRF practice. Our partners and collaborators helped us to identify actions that will help us work towards this over the next 5 years (see overarching goals and action plan).

CRF studies usually come with their protocols and procedures in place. There are therefore limited opportunities for the CRF to influence the design of research trials. However, there are opportunities to embed EDI further into the local set-up, delivery and dissemination of research studies. There may be opportunities to influence the design of future studies, e.g., through effective feedback to central study teams.

Partners and collaborators

This strategy was developed and will be delivered in partnership with CRF staff (including the CRF EDI team and Senior Management Team), the Engage Group and Oxford Health BRC. Feedback from our local Participant Feedback Survey was also used to inform priority areas for this strategy. The strategy was written to reflect and feed into the NIHR EDI strategy and Oxford Health NHS Foundation Trust's Equal Opportunities policy.

The Engage group meets every 2 months to provide a participant perspective on CRF activity. It includes past CRF research participants, as well as people with lived experience of mental and cognitive health conditions (either as someone with a diagnosis or supporting someone with a diagnosis). This group aims to include people from diverse backgrounds, with varying perspectives and experiences. This strategy's actions and objectives were discussed with this group, and three members reviewed the strategy as a whole prior to submission. This group will continue to be central to the delivery of this strategy, advising on the activity surrounding the identified actions. A representative from the group will also be invited to join the CRF Steering Committee to feed into CRF governance.

The CRF values collaborative partnerships in the delivery of EDI work. The CRF will continue to partner and collaborate with research teams such as BRCs, Applied Research Collaborations, and other CRFs. We will continue to engage with local networks, and in collaborative activities. This includes Oxford Health's Experience and Involvement Team and EDI Team. This will help ensure that practices are in line with, and feed into, the Trust's wider vision and values.

Leadership and lines of reporting

The CRF's PPI Lead reports to the CRF Manager. They are both responsible for delivering, monitoring, reviewing and reporting on this strategy. They are members of the CRF's Senior Management Team and will feed back on short-term strategy progress through this forum. The CRF EDI team will support the activities discussed in the action plan of this strategy. The strategy's overall progress will be reviewed at CRF Steering Group meetings, which a representative from the Engage group will be invited to. Accountability for achieving the EDI strategy is the responsibility of the CRF Director.

This strategy will be reviewed at least annually, and more regularly if needed. At review points, the CRF EDI team will mark actions as red (not started), amber (in progress) or green (completed). This will be discussed with the Engage group and fed back to the CRF Senior Management Team and Steering Committee. Actions marked as red and amber will be reviewed by the CRF EDI team to establish whether they are still feasible and a priority (if not, they will be replaced). Actions marked as green will be replaced with new actions, in partnership with the Engage group and CRF staff.

Long-term goals and objectives will be reviewed at the CRF mid-term review, which takes place 2.5 years into the CRF funding award.

Further information

For more information about this strategy, please contact: oxfordhealth.crf@nhs.net

Overarching goals and action plan

We have identified the following goals, with long-term objectives and short-term actions:

GOAL 1

To gain a clearer picture of the demographic of people participating in research, in order to identify and approach communities who may be under-represented.

Long term objective (5 years)	Short term actions (by mid-term review – 2.5 years)	How will we know if this action has been achieved?	Who will support this work?
1.1 To establish appropriate methods for collecting and analysing demographic data for research participants in order for this data to have a meaningful impact on CRF practice.	1.1.1 To review the CRF research participant EDI monitoring questionnaire within the first year, to align it with the NIHR approved diversity question set.	The CRF EDI monitoring forms will reflect the NIHR approved diversity question set. Research participants at the CRF will be asked to complete these at their first CRF visits.	CRF EDI team, with advice from the Research Facilitator on data analysis. The CRF Manager will oversee this project.
	1.1.2 By the mid-term review (2.5 years), to produce a data analysis plan, which will detail how data from the EDI monitoring form will be analysed and used, in order to identify under-represented communities in our research population.	A written plan detailing data analysis, including how frequently data will be analysed, what data will be used as a comparator for demographic data (e.g., census data, Trust patient data) and the types of analysis used. We will also establish ways of sharing this information with other local research teams, to inform their research activities and collaborative community engagement.	

GOAL 2

To ensure communications are accessible and appropriate for diverse populations in order to increase inclusivity.

Long term objective (5 years)	Short term actions (by mid-term review – 2.5 years)	How will we know if this action has been achieved?	Who will support this work?
<p>2.1 To review communication systems to identify and address gaps relating to accessibility and inclusivity.</p>	<p>2.1.1 By the end of year 2, to review the CRF website in collaboration with the Engage group and Oxford Health BRC, to ensure accessibility.</p>	<p>The information on the website will be relevant and up to date. The Engage group will review the content for readability and accessibility, and the action owners will address their feedback.</p>	<p>The CRF website Lead, CRF PPI Lead, Engage group, Communications Manager (note the CRF and BRC share a communications manager, which supports the integration and sharing of online information between organisation platforms).</p>
	<p>2.1.2 By the end of year 2, to establish processes to feedback to study teams when accessibility needs are identified that relate to processes that are outside direct CRF control.</p>	<p>Study set up processes will include the identification of a key contact to escalate needs that are outside of CRF control.</p>	<p>Study set up Lead and PPI Lead.</p>
	<p>2.1.3 By the end of year 2, to create a plan for using social media to support CRF research activity.</p>	<p>A plan detailing relevant social media platforms, topics to post about and processes for the SMT to approve the posts. This is likely to utilise Oxford Health BRC social media platforms.</p>	<p>CRF social media Lead, alongside CRF staff members. CRF SMT.</p>

GOAL 3

To ensure that the CRF site and practices are accessible to people with physical, mental and cognitive health needs, and individual needs are identified and addressed.

Long term objective (5 years)	Short term actions (by mid-term review – 2.5 years)	How will we know if this action has been achieved?	Who will support this work?
<p>3.1 To increase staff awareness of the accessibility needs of CRF visitors.</p>	<p>3.1.1 By the end of year 1, the new “visit booking template” will be used across all CRF study visits. These visit booking forms were created alongside the Engage group and include EDI questions. They aim to increase researchers’ awareness of individual visitors’ accessibility and EDI needs, so that these can be addressed appropriately.</p>	<p>The new booking forms will be requested for all CRF study visits.</p>	<p>CRF EDI team and study coordinators.</p>
	<p>3.1.2 By the mid-term review (2.5 years), to complete an environmental survey of the CRF site and create an action plan for suggested changes.</p>	<p>Completed environmental survey form alongside an action plan.</p>	<p>CRF staff Engage group.</p>
	<p>3.1.3 By the mid-term review (2.5 years), to establish and promote appropriate EDI training opportunities for CRF staff, alongside the BRC.</p>	<p>Training opportunities will be identified alongside BRC staff and shared at CRF staff meetings and communication channels.</p>	<p>CRF EDI team.</p>
<p>3.2 To ensure that the directions for finding the CRF are as clear as possible.</p>	<p>3.2.1 By the end of year 1, to install larger signs outside the CRF to direct visitors.</p> <p>3.2.2 By the end of year 2, to review the information that is given to participants prior to study visits. To update this if indicated to promote accessibility.</p> <p>3.2.3 By the mid-term review (2.5 years), to create a video “walk through” of the Warneford site and the CRF. Take photos and video clips of what people see as they come onto the site/into the building and put this into a video collage with a voiceover/captions. These can be placed on the website and links sent to people planning to visit.</p>	<p>Clear information detailing how to find the CRF, which has been reviewed by the Engage group.</p>	<p>PPI Lead, CRF Lead Nurse, Engage group, CRF administrators.</p>

GOAL 4

To establish, build, maintain and value relationships with our patient and public members together with Oxford Health BRC.

Long term objective (5 years)	Short term actions (by mid-term review – 2.5 years)	How will we know if this action has been achieved?	Who will support this work?
<p>4.1 To maintain a diverse PPI group (Engage group) in order to promote representation and diversity.</p>	<p>4.1.1 By the end of year 2, to scope out the contacts and networks that existing Trust researchers have with relevant third sector organisations and local communities. This can be used to support recruitment to PPI panels and research studies. This aims to reduce the risk of duplication of work between local research teams, and to utilise existing contacts, to promote trust between researchers and community groups.</p>	<p>A list of contacts that existing Oxford Health researchers have with the third sector and local community groups. This can be shared with the BRC.</p>	<p>CRF EDI team in collaboration with Oxford Health researchers.</p>
<p>4.2 To contribute to events/activities which aim to reduce the stigma surrounding mental health, and to promote PPI input within mental health research.</p>	<p>4.2.1 For CRF staff to provide support for at least one collaborative community engagement project per year. This could include attendance at third sector events such as Dementia Information Days, community days, “Meet the researcher” session, and outreach events within specific local communities.</p>	<p>CRF staff to support and attend at least one community engagement event per year, which involves collaboration with other local teams such as the BRC.</p>	<p>CRF EDI team alongside CRF staff.</p>