

Application process - tips from CRPs and managers

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SPEAKERS

Emma Howard, Maya Leach, Ann Banfield, Fahim Ahmed

Maya Leach 00:00

Thank you for sharing with us. The next session of the event is all about application process. Application to the accredited registration for clinical research practitioners. Again, please feel free to send any questions that might come to your mind during this session using the Slido. And we will be holding the interactive q&a session after I will our speakers finish the presentations and we will be addressing your questions. Again, we will try to answer the most liked questions from you. We will now hear from our guest Fahim Ahmed who will give you some top tips on the completion of the application process to the register. Fahim Ahmed is a clinical research practitioner from cancer clinical trials NIHR, CRN, northwest London. Fahim when you're ready.

Fahim Ahmed 01:08

Thanks, Maya. Thanks for putting me on. So as Maya mentioned, my name is Fahim. I'm a Senior Research practitioner currently working at Imperial trust, previously working in as part of the COVID research team over at St. Thomas. So what I want to talk about today is just regarding the registration process, a lot of individuals have asked me how difficult it is to become registered. And actually, it's not difficult at all to get registered, essentially there are about five documents to complete. If you don't already know. You will need to get your line manager involved as they will need to confirm your application. But one part that gets a lot of attention regarding the application process is regarding the reflective account. So there are three reflect reflective accounts covering different aspects of professional accountability, leadership and working across boundaries. And there are several questions within these accounts that you will have to answer. And what I'm going to be going through is a few tips and tricks that I would have liked to know before I started my application to make things a bit easier for me. So cool. So it's always good to save a copy of the standards whilst you're working through, you'll receive a document as part of starting the registration process. And this is a kind of PDF document that will go through all of the standards which relate to your professional accountability, and your scope of practice as a research practitioner. And it's always good to have this on hand to always refer back to to

see if you can mention any points, it's always good to just save this copy locally. Otherwise, you'll have to just go back to the website and redownload it every time. This is something that you'll have to use extensively throughout your application. And you'll have to try to refer to it as much as possible. Also, before you start any of reflective accounts, it's always a good idea to brainstorm as much as you can and think of as many examples as you can for each proficiency. As an example, if you're doing one for leadership, have you done any line management recently, in your role? Have you lead or coordinated a team? Perhaps you've delegated tasks or worked across a multidisciplinary team? So as CRPs we can we actually have a very good opportunity to be able to do a large variety of things within our role. It's quite difficult to kind of pinpoint these things when you're coming into this kind of professional accountability. Because we don't typically get asked to complete these often. Or have you promoted your team or as a department or profession, for example, in this type of thing where you're trying to promote a CRP role as a whole? Or have you taken on some extra responsibility or took charge of a project, perhaps a clinical trial that you'd like to or you've requested to become the lead in. And of course, as mentioned previously, always relate it back to the standards and example. So the leadership standards are by standard 15, as well as standard 16 as well. So knowing the importance of your responsibility in delivering your service delivery and management. So, what's good about the CRP registration process is actually very similar to the nursing and midwifery Council's revalidation process. The form it's actually very similar. And it's actually very helpful to find some more examples. Some more written examples as well. Online. You may not have seen many written examples of other people's applications for the CRP register, but actually knowing that there's a very similar application for nurses and midwives. It actually allows you access to a much larger pool of examples, which can be quite helpful when you're trying to when you're starved for ideas perhaps. And actually, this is just an example of a reflective account. Where, if you're a nurse working in a specific setting, we haven't exactly the same kind of thing or reflective account. With examples. Now I've just put a link to this exact example and file. Okay. So one of my larger tips would be trying to use as much space as you can. So trying to be as information dense as you can, because you do have a lot of limited space. So as you can see from this is an extract from my own application, I've tried to mention as many standards as I can, within a small amount of words, about 109 here so here, you can see I've mentioned quite a few points across standard 16 and 15 here. And it's always good to just reread what you've already put to make sure everything flows correctly, it's all good and well that you've hit the points but making sure that you're trying to demonstrate that you yourself can be reliable as a research practitioner, is extremely important. And that's what you're essentially trying to get across during this registration process. I also try to advocate for formatting the pages, because various unlimited amount of pay space. So they shouldn't really cover more than two pages total. That doesn't leave you a lot of room. But if you change around where the tables are, you can get quite a bit of more extra line space as well. And it's actually helped me a lot, especially if you struggle with trying to decrease word counts throughout your application process. So has registering helped me in my career? Yes. So a lot of CRPs currently have very similar experiences, what actually separates you compared to everyone else during the interview stage. And actually, this registration is something that separates you. And it's helped me during my progression to advance it. It also allows you to better appreciate your role in your health in health care. What you don't want as CRPs, we don't typically do reflective accounts, but it does make you think about what your role is in terms of the overall scope of your practice. What is your role within your department within your trust, it's quite important to know where you fit into that and where you can go from there. And of course, I get to put this Cornell signature in there. And why should you get

registered? Well, the CRP role is highly specialised and deserves recognition. It's already actually becoming part of the essential criteria for CRP vacancies. And this is just an example from Bart's Trust where they have put as part of the essential criteria that you must have already started it or actually completed it. And I have queried this with them and as long as we have started it, because it is quite a new registration, and that's okay with them, but it is being sought after now. And of course, it may lead to more development opportunities, as mentioned before, with the previous presentations with regards to the academic fellowships, as well as opportunities to become PI. But also what's being mentioned now with a lot of help from with Claire Harrison, Helen Jones, is standardising these job titles or descriptions and trying to demystify our potential career pathways. Because this CRP role is so varied, it's quite difficult to see where individuals can go from their current position. Cool. If you have any questions, please, forward it through. Back to you, Maya.

Maya Leach 08:55

Thank you so much Fahim for sharing your top tips with us. I'm sure many will find them very useful. It was really beautifully presented. We will now welcome our next speakers Emma and Ann. They will share their experience of the application as the part of the appraisal process between a clinical research practitioner and a line manager. Emma Howard is a senior cardiac research practitioner, and Ann Banfield is business manager and a registered nurse. They work at cardiac research at Northwick Park hospital. Ladies over to you now.

Emma Howard 09:44

Thank you very much Maya. So Hi, I'm Emma. I'm a senior CRP as Maya explained in cardiac research at Northwick Park Hospital, which is in northwest London CRM. So my manager is Ann who you'll meet shortly and Ann is a registered nurse. Within our team of research nurses and CRPS, we all perform exactly the same roles with the exception of our responsibilities around study medication. And our team structure is based on knowledge, skills and experience, and not based on anybody's designation as either a nurse or a CRP. And because we work together in this way, we've been especially keen to support CRPs to complete their accreditation to remove this final barrier that can exist between the different professionals in some research delivery teams. But especially, we want to see the incredible work that CRPs do be formally and professionally recognised through the accreditation process. As I've been part of the CRP directory for some time, Ann and I knew that after the pilot was completed, the accredited register would be opened to all CRPs for application. So we built this into my appraisal and our team reflection sessions. But rather than just listen to us speak about our experience, we've created a short video to explain how we went through the confirmation process together. And also to especially share Ann's perspective as a confirmer with a different professional registration to me. My experience of this process has been that I have found it very clear, very supportive, and by incorporating it into our usual departmental practices, it has very naturally formed part of my ongoing professional development. I would wholeheartedly encourage any CRPs, who haven't yet started, or completed their applications to give it a go. I found the accreditation process really reaffirmed my confidence and clarity around my skills, my knowledge and my experience as a research professional. This supports my patients and colleagues to have trust and confidence in me too. And of course, the more of us who become accredited, the more opportunities for the development of us as individuals and as a profession in the future. So we hope you find the video helpful and Ann will share a few words afterwards. So I will now play the video. Hello, I'm Emma, an accredited CRP.

Ann Banfield 12:31

And I'm Ann, Emma's line manager and a registered nurse. Hi Emma when we did your appraisal we spoke about you becoming an accredited CRP and how you were working towards this. As you know you have my full support. And we made it one of your objectives for the next year.

Emma Howard 13:04

Thanks Ann, this feels really clear. The NIHR and Academy for healthcare science have a website with all the resources we will need and guide us through the process.

Ann Banfield 13:14

Let me give this some thought. While this is new to me, it's very similar to what I do for the nurses. As Emma's line manager I'm aware of her clinical skills and the CRP scope of practice. I'm quite happy to learn about the CRP competencies and to carry out this task.

Emma Howard 13:36

Our team reflection sessions are a chance to have dedicated time to listen to each other to ask critical questions about each other's reflections and there is an emphasis on learning from each other and improving our own practice. This also supports me and the research nurses to build up the reflections needed for our respective accreditation and revalidation processes

Ann Banfield 15:02

Well thank you all for listening. I hope the video helped to reassure you that there's nothing concerning about acting as an accreditor for a CRP. Our process was that Emma sent me her reflections to review before we met to discuss them. When I sat down to review her reflections, I had the competencies open on my computer, so that I could make sure that the evidence was there and had been reached in what had been submitted. The information on the website was really clear. So it really was just about cross checking. Of course, I'm very familiar with doing the nurses accreditations. But these are slightly different. So I wanted to make sure that I was looking at the right things. I did this before we met so that I could be prepared into going into the one one to one session with Emma, so that I could give her constructive feedback on her work. And anything I wanted to query are highlighted. And I made notes of any specific questions I had. This made the sign off process really easy. And I actually really enjoy these sessions. It's a lovely time to spend with staff. And I think it gives you a great opportunity to look at someone's work in a different way, and to get insight into how they are feeling. CRPS like any other team member can, of course, make mistakes. And I wanted to reassure you that acting as a verifier doesn't make you liable for their actions in any way, any more than it would for a fellow nurse if you are a registered nurse. It's just saying that their work meets the standards that are required for those roles. And you have a written record as well. So should there be any issues in the future, you can always refer back to the reflections if necessary. Accreditation into this role gives the CRP formal accountability for their work and a much clearer career structure. As I said in this video, I really look forward to seeing this grow and I'm a great advocate for it within our trust. Thank you. I'll now hand you back to Maya.

Maya Leach 17:43

Thank you so much

17:44

Ann and Emma for your for your beautiful and very creative presentation. I really hope that your message will offer reassurance to CRPs and confirmers, that the application process to the register is not really as scary as it might appear to some of you