



Scottish Improvement Science Collaborating Centre

First Board meeting: 5th June 2015

Chair: Lord Naren Patel

Appendices

Prof Mary J Renfrew
Director, Scottish Improvement Science Collaborating Centre
m.renfrew@dundee.ac.uk

On behalf of the Executive Group
Scottish Improvement Science Collaborating Centre

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Administrator, Scottish Improvement Science Collaborating Centre
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Appendix 1 SISCC Logic Model



Appendix 2

Membership of Board, Executive, Core Partners and Advisory Groups

SISCC Board

Name	Affiliation
Lord Naren Patel (Chair)	Professor Emeritus of Obstetrics and Gynaecology, and Chancellor, University of Dundee
Professor Ian Graham	Professor, Department of Epidemiology and Community Medicine, University of Ottawa
Professor Naomi Fulop	Professor of Health Care Organisation and Management, Department for Applied Health Research, University College London and London CLAHRC
Professor Dame Joan Stringer	Formerly Principal and Vice Chancellor, Edinburgh Napier University
Professor Sir Harry Burns	Professor of Global Public Health, University of Strathclyde
Richard Norris	Director, Scottish Health Council
Professor Sue Mawson	Professor of Rehabilitation in the Centre for Health and Social Care Research, Sheffield Hallam University and visiting Professor at University of Sheffield
Paul Gray	Director General, Health and Social Care and Chief Executive NHS Scotland
David Burke	Formerly Depute Chief Executive of Perth and Kinross Council

SISCC Executive Group and Core Partners

Executive Group	
Name	Affiliation
Professor Mary Renfrew	SISCC Director, Professor of Mother and Infant Health and Director, Mother and Infant Research Unit, University of Dundee
Deputy Director	Vacant
Allyson Angus	Public Involvement Manager, NHS Tayside
Diane Campbell	Associate Director for Patient Safety, NHS Tayside
Professor Peter Davey	Lead for Clinical Quality Improvement, University of Dundee
Professor Huw Davies	Professor of Health Care Policy and Management University of St Andrews
Professor Bruce Guthrie	Professor of Primary Care Medicine, University of Dundee
Dr Margaret Hannah	Deputy Director of Public Health, NHS Fife
Professor Margaret Maxwell	Deputy Director of the Nursing, Midwifery and Allied Health Professionals Research Unit, University of Stirling
Professor Thilo Kroll	Professor of Disability and Public Health, University of Dundee
Professor Helen Cheyne	Professor of Maternal and Child Health Research, Nursing, Midwifery and Allied Health Professionals Research Unit, University of Stirling
Professor Craig Ramsay	Health Care Assessment Programme Director, University of Aberdeen
Professor Kevin Rooney	Professor of Care Improvement, University of West of Scotland
Dr Cameron Stark	Consultant in Public Health Medicine and Head of Improvement Science, NHS Highland
John Walker	Executive Director of Housing & Community Care, Perth and Kinross Council
Professor Jayne Donaldson	Head of School of Health Sciences, University of Stirling
Professor Brian Williams	Director of the Nursing, Midwifery and Allied Health Professionals Research Unit, University of Stirling

Core Partners	
Name	Affiliation
Professor Jan Clarkson	Director, Effective Dental Practice Programme, NES and Co-Director, Dental Health Research Unit, University of Dundee
Dr Phyllis Easton	Health Intelligence Officer, NHS Tayside
Dr Jacqui Morris	Senior Research Fellow, School of Nursing and Midwifery, University of Dundee and Research Lead, Allied Health Professions, NHS Tayside
Dr Steve MacGillivray	Senior Research Fellow, School of Nursing and Midwifery, University of Dundee
Prof Ronan O'Carroll	Professor of Psychology, University of Stirling
Dr Emily Jefferson	Director, Health Informatics Centre (HIC) Services and Co-Director, Farr Institute of Medical Informatics Research, University of Dundee
Dr Elaine Lee	Senior Lecturer and Head of Postgraduate/Postqualifying Studies, School of Nursing and Midwifery, University of Dundee
Kevin Geddes	Director of Development and Improvement, Health and Social Care Alliance Scotland (the ALLIANCE)
Lisa Curtice	Programme Director, "People Powered Health and Wellbeing: shifting the balance of power", Health and Social Care Alliance Scotland

SISCC Advisory Group Members

SISCC Advisory Group	Member Name	Affiliation
Improvement Science Methods	Craig Ramsay - Chair	Health Care Assessment Programme Director, University of Aberdeen
	Allyson Angus	Public Involvement Manager, NHS Tayside
	Brian Williams	Director, NMAHP Research Unit, University of Stirling
	Graham Scotland	Health Economist, University of Aberdeen
	Mary Renfrew	SISCC Director, University of Dundee
	Ruth Glassborow	Director of Safety and Improvement, Healthcare Improvement Scotland
	Susan Bishop	National Lead Primary Care, Community and Outpatients, QuEST Head of Improvement Programmes, Joint Improvement Team, Scottish Government
	Brendan McCormack	Head of the Division of Nursing, Queen Margaret University
	Brian Robson	Executive Medical Director, Healthcare Improvement Scotland
	Bruce Guthrie	Professor of Primary Care Medicine, University of Dundee
	Cameron Stark	Consultant in Public Health Medicine and Head of Improvement Science, NHS Highland
	Justin Waring	Professor of Organisational Sociology, Nottingham University
	Kevin Rooney	Professor of Care Improvement, University of West of Scotland
	Thilo Kroll	Professor of Disability and Public Health, University of Dundee
Innovation	Michael Hambly - Chair	Founder, International Futures Forum
	Margaret Hannah	Deputy Director of Public Health
	Graham Leicester	Founder, International Futures Forum
	Brian Robson	Executive Clinical Director, Healthcare Improvement Scotland
Knowledge Interaction and Mobilisation	Huw Davies - Chair	Professor of Health Care Policy and Management, University of St Andrews
	Alison Powell	Research Fellow, University of St Andrews
	Ann Wales	Programme Director for Knowledge Management, NHS Education for Scotland
	Anna Fowlie	Chief Executive, Scottish Social Services Council
	Brian Williams	Director, NMAHP Research Unit, University of Stirling
	Karen Ritchie	Head of Knowledge and Information, Healthcare Improvement Scotland
	Mandy Andrew	Joint Improvement Team, Scottish Government
	Margaret Hannah	Deputy Director of Public Health, NHS Fife
	Vicky Ward	Lecturer in Primary Care, University of Leeds

Training and Development	Kevin Rooney – Chair	Professor of Care Improvement, University of West of Scotland
	Anna Fowlie	Chief Executive, Scottish Social Services Council
	Brian Williams	Director, NMAHP Research Unit
	Chris Bruce	Lead on Outcomes, Joint Improvement Team, Scottish Government
	Jayne Donaldson	Head of School of Health Sciences, University of Stirling
	June Wylie	Head of Implementation and Improvement, Healthcare Improvement Scotland
	Lesley-Ann Smith	Quality Improvement Programme Director, NHS Education for Scotland
	Mary Renfrew	SISCC Director, University of Dundee
Stakeholder Engagement	Allyson Angus - Chair	Public Involvement Manager, NHS Tayside
	Nicky Gilray	Communications & Public Affairs Manager, Scottish Social Services Council
	Chris Bruce	Lead on Outcomes, Joint Improvement Team, Scottish Government
	Jacki Smart	Head of Operations, Scottish Health Council
	Jim McGoldrick	Convenor, Scottish Social Services Council
	Margaret Hannah	Deputy Director of Public Health, NHS Fife
	Phyllis Easton	Health Intelligence Manager, NHS Tayside
	Thilo Kroll	Professor of Disability and Public Health
Maternal and Child Health	Helen Cheyne – Chair	Reader, NMAHP Research Unit, University of Stirling
	Aileen Keel,	Acting Chief Medical Officer Scotland, Scottish Government
	Alison Wright	Scottish Neonatal Nurses Group, NHS Tayside
	Angela Cunningham,	Clinical Lead (Midwifery), Patient Safety Programme, Ayrshire Maternity Unit
	Ann Holmes	Chief Midwifery Advisor, Nursing & Midwifery Council
	Ann McMurray	Scotland Network Co-ordinator, Stillbirth and Neonatal Death Charity
	Bob Fraser	Children and Families Unit , Scottish Government
	Professor Brigid Daniel	Professor of Social Work, University of Stirling
	Cath Cummings	Head of Midwifery, NHS Fife
	Cheryll Adams	Founding Director, Institute of Health Visiting
	Debbie Barnett	Donor Milk Bank Co-ordinator/Infant Feeding Advisory (Neonatal), SGH Maternity Unit
	Diane Waugh	Lead Co-ordinator, BLISS Scotland
	Elizabeth Duff	Senior Policy Adviser, NCT
	Fiona Bayne	Senior Health Improvement Programme Officer, NHS Health Scotland
	Gary Sutton	Improvement Advisor, Children & Families Directorate, Early Years Division, Scottish Government
	Gillian Smith	Director, RCM Scotland
	Jonathon Sher	Scotland Director, Wave Trust
	Kate Woodman	Public Health Advisor, NHS Health Scotland
	Eden Anderson and Karla Napier	Members, La Leche League GB

	Leslie Marr	Productive Health Programme Manager, Healthcare Improvement Scotland
	Linda Orr	Lecturer and Researcher, University of Dundee
	Linda Wolfson	Maternal and Infant Nutrition Lead, NHS Greater Glasgow and Clyde
	Mary Ann Lumsden	Council RCOG Fellow's representative for Scotland 2014-2016
	Mary Renfrew	Director, SISCC, University of Dundee
	Mary Ross Davie	Education Projects Manager Maternal and Child Health, NHS Education for Scotland
	Peter Fowlie	Officer for Scotland, Royal College of Paediatrics and Child Health
	Ros Gray	Head of Early Years Collaborative, Scottish Government
	Ruth Deery	Professor of Maternal Health, University of West of Scotland
	Sue Ashmore	Programme Director, Baby Friendly Initiative, UNICEF
	Yvonne Freer	Reader, NHS Lothian
Older People	Thilo Kroll – Chair	Professor of Disability and Public Health, University of Dundee
	Alison Bowes	Head of the School of Applied Social Science, University of Stirling
	Alpana Mair	Deputy Chief Pharmaceutical Officer, Scottish Government
	Anne Hendry	National Clinical Lead for Integrated Care, Joint Improvement Team, Scottish Government
	Bob Laventure	Consultant on Physical Activity and Older People, British Heart Foundation National Centre for Physical Activity and Health, Loughborough University
	Brendan McCormack	Head of the Division of Nursing, Queen Margaret University
	Bruce Guthrie	Professor of Primary Care Medicine, University of Dundee
	Claire Fitzsimons	Chancellor's Fellow, Edinburgh University
	Dawn Skelton	Professor in Ageing and Health, Glasgow Caledonian University
	Gordon Snedden	Chair, Angus Cardiac Group
	Jacqui Morris	Senior Research Fellow, University of Dundee
	Mags Watson	Senior Research Fellow, Health Services Research Unit, University of Aberdeen
	Nanette Mutrie	Chair in Physical Activity for Health, University of Edinburgh
	Steve Iliffe	Professor of Primary Care for Older People, University College London
	Tobias Dreischulte	Postdoctoral Research Fellow, Division of Population Health Sciences, University of Dundee
	Yolanda Strachan	AHP National Consultant, Age Scotland

Advisory Groups: Terms of Reference template

Theme/Work-stream:	
Version Number:	
Effective Date:	
Review Date:	
Author:	
Endorsed By: (on behalf of Theme/Work-stream)	
Endorsed By: (on behalf of SISCC Executive Group)	
Contact person for this document:	
Distribution:	

Role of the SISCC {INSERT NAME OF ADVISORY GROUP HERE}

Purpose

To support the SISCC in delivering its core objectives by (i) providing expert recommendation to the SISCC Executive Group on issues relating to specific themes and work-streams and (ii) advising, the SISCC Executive Group and SISCC Board, on issues in which they have a specific interest or expertise.

The Advisory Group was established {INSERT DATE HERE} by {INSERT HOW THE GROUP WAS ESTABLISHED}.

Responsibilities

Example

- *ensure international-standard research*
- *oversee research design and quality*
- *ensure consistency across projects*

Membership

Chair: {INSERT NAME, POSITION, ORGANISATION AND ROLE WITHIN SISCC}

Membership of the Advisory Board is by invitation by the Advisory Group Chair subject to approval by the Executive Group.

Membership numbers are limited to a maximum of xx members, which facilitates both a broad group membership and effective functioning.

Membership is inclusive with representation from government, NHS Education for Scotland (NES), Health Information Scotland (HIS), universities, health professionals from a range of disciplines and settings; third sector and service user advocacy/representative groups; experts with knowledge/skills in the specialist areas (eg methodological expertise); health and social care users and other stakeholders as appropriate.

Term of membership of the Advisory Group will be limited to 1 year, with the possibility to extend this term with the agreement of the Advisory Group Chair subject to approval by the Executive Group.

Accountability

The Chair will provide the SISCC Executive (via the SISCC Administrator) with an update from each Advisory Group meeting.

Review

The group will hold a review of the relevance and value of its work and the terms of reference on an annual basis.

Ways of working {to be completed by Advisory Group Chair}

- *what method / approach to working will you adopt (for example a shared learning approach)*
- *will any sub-groups be convened*
- *what will your chosen working method involve in practical terms, for example with reference to meetings, information and resources etc (see below).*
-

Meetings

- Meetings will be held six-monthly {*thought needs to be given to where and opportunities and facilities for tele- or video-conferencing*}
- The Chair of the Advisory Group with support from the SISCC Administrator will organise the meeting.
- Agenda item suggestions will be requested at least 3 weeks in advance of the group meeting date.
- Meeting papers will be circulated at least one week before the meeting date.
- The format of meetings will vary depending on the agenda items, but will include the following standing items....
- Non-members of the group may be invited to the meetings if, in the opinion of the advisory board Chair, they would be able to provide expert knowledge or skills which would help the group in providing advice or making recommendations to the SISCC Executive Group or Board.
- Recording of actions and recommendations arising from the Advisory Group meeting will be the responsibility of the Advisory Group Chair, or a nominated representative thereof.

Information and resources (including confidential materials)

- All information and resources provided by the SISCC or by other members of the Advisory Group should not be shared out-with the group without agreement from the owner of the information/materials and from the Chair of the Advisory Group.
- Circulation of materials will be the responsibility of the Chair of the Advisory Group or his/her nominated representative.
- The SISCC website will hold information and resources relating to all aspects of the SISCC programme of work.

Appendix 3

SISCC core staff team

Dr Jenna Breckenridge is a researcher with the core SISCC team. She is a HCPC registered occupational therapist and has worked both as a lecturer and a researcher. Her research expertise is in qualitative methods, particularly grounded theory. Her research experience to date has included topics such as disability, domestic abuse, access to maternity care, professional decision making, person centred practice, and health-related employability.

Areas of responsibilities at SISCC: Coordinating researcher for knowledge into action and stake holder engagement advisory groups and capacity & capability building and context & evaluation research themes. She is also in support of Maternal and child health work-stream.

Dr Helen Frost is the SISCC research fellow working in the NMAHP research unit at the University of Stirling. Helen has a long standing interest in implementing and evaluating health care interventions. She worked clinically for 10 years in the NHS as a senior physiotherapist where she gained a sound knowledge of NHS structure and operations. Prior to completion of her PhD, at the University of Warwick in 2007, she was the Director of Physiotherapy Research at the Nuffield Orthopaedic Centre, Oxford. In this role she led a number of randomised controlled trials of physiotherapy interventions as a primary investigator. Helen has been nominated for numerous awards for her research into back pain and more recently for a review of evidence for interventions aiming to promote health and well-being in later life. Whilst working at the Scottish Collaboration for Public Health Research and Policy unit she became increasingly aware of the need to bridge the gap between evidence and policy/ practice, particularly for hard to reach disadvantaged groups.

Helen has experience of trial design, data linkage, evidence synthesis and knowledge brokering. Her main research interests are focused on investigating methodologies to promote and integrate evidence into practice and interventions that support long-term adherence to physical activity for older people.

Areas of responsibilities at SISCC: Coordinating researcher for behavioral determinants research theme.

Dr Nicola Gray is the SISCC Programme Manager and a Senior Lecturer at the School of Nursing and Midwifery, University of Dundee. She is an experienced health services researcher with BA (Hons) in Business Studies and a PhD in Medicine and Therapeutics. Her previous research has focussed on cancer (early diagnosis and follow-up) and women's health. Her research strengths include the application of quantitative and qualitative research methodologies across different diseases and contexts. She is a qualified project manager who has experience in developing, managing and leading complex projects across multiple sites and of working collaboratively in multi-disciplinary teams.

Areas of responsibilities at SISCC: Programme Manager and has the overall responsibility for operational management.

Dr Claire Jones is a senior software engineer leading the data analysis and software development requirements for QISIP as part of the Health Informatics Centre Services team (University of Dundee). She has over 12 years' experience developing software and managing data for healthcare related projects in areas such as obstetrics, hypertension, diabetes and alcohol. With a PhD in the field of User Interface Design/Human Computer Interaction she has a strong interest in the development of usable software to support research.

Area of responsibilities at SISCC: Coordinating researcher for QISIP research project.

[Dr Sathish Sankarpandi](#) is currently working as a postdoctoral researcher (quantitative skills) for Scottish Improvement Science Collaborating Centre at University of Dundee. Prior to this he was working as a Research Assistant at INSIGNEO Institute of University of Sheffield and ENT department of Royal Hallamshire Hospital, Sheffield, UK.

He received his first degree in Electrical and Instrumentation Engineering from VIT University, Vellore, India in 2010 and PhD Degree in Biomedical Engineering from Newcastle University in 2014. His PhD thesis was on estimation of falls risk of elderly adults using single wrist mounted Accelerometer. He implemented automatic tool for balance assessment and falls prediction using inertial sensors in the Royal Hallamshire Hospital, Sheffield. His research interests includes Falls Prediction, Inertial Sensors for Health Assessment, Design and Conduct of Clinical Trials, Systematic Reviewing, Informatics, Data Analysis, Predictive Modelling, Implementation Science and Instrument Development.

Areas of responsibilities at SISCC: Coordinating researcher of Innovation, Improvement science methods advisory group and supporting researcher of Improvement science methods research theme and older people medicine management work-stream.

[Dr Madalina Toma](#) is a quantitative researcher for SISCC. Starting her career as an educational psychologist, she has been involved in a number of projects that interrogated the production of knowledge on child and youth psychopathology and the associated diagnostic practices as they impact on education and wider society. Her work in the critical disabilities studies relates primarily to her PhD research exploring the economic, social and cultural determinants of mental health, being particularly interested in the conceptualisation of Attention Deficit Hyperactivity Disorder as a clinical diagnosis. A more recent development is situated within the disability arts movement, including research on the impact of arts on health and wellbeing and the role of creative engagement in recovery and rehabilitation.

Her methodological knowledge and expertise are mainly mixed methods, allowing her to develop advanced skills in the design and conduct of clinical trials, cross-sectional surveys and instrument development as well as various qualitative research methods and systematic reviews.

Areas of responsibilities at SISCC: Coordinating researcher for Improvement science methods research theme, older people advisory group and older people medicines management research theme. She is also a supporting researcher of Improvement science methods advisory group.

[Dr Ania Zubala](#) is a psychologist who trained in psychodynamic and arts psychotherapies. She has worked in clinical roles with adults experiencing mental ill-health and is dedicated to improving clinical practice by advancing research in the area of psychotherapy and non-pharmaceutical interventions. Following a research bursary award from Queen Margaret University, Edinburgh, Ania has been exploring the value of arts psychotherapies in the treatment of adult depression in the UK. This work concluded with a PhD and a number of publications in peer-reviewed journals. Ania has been recently appointed as a Postdoctoral Researcher with the Scottish Improvement Science Collaborating Centre, University of Dundee.

Areas of responsibilities at SISCC: Coordinating researcher for training and development advisory group, older people-physical activity work-stream, sustainability and spread research theme and training and development of post graduate and doctoral students. She is also in support of older people advisory group and behavioral determinants research theme.

Appendix 4

Staff Table

Posts appointed				
Post and institution	WTE and grade	Name	Source of funding	Date appointed
Senior lead posts				
SISCC Director Dundee	0.6wte Professor	Prof Mary Renfrew	0.2wte SISCC main grant 0.4wte in kind contribution by Dundee	Paid contribution from 1 st August 2014 In kind set-up work February- July 2014
SISCC Deputy Director NHS Tayside	0.2wte Professor	Prof Dilip Nathwani	0.1wte SISCC main grant 0.1wte in kind contribution by NHS Tayside	Paid contribution from 1 st August 2014 In kind set-up work February- July 2014 Resigned January 2015 – post currently vacant
Executive leads x 7 Dundee x 2 UWS Stirling St Andrew's NHS Tayside x 2	0.1wte Professor and senior NHS staff	Prof Bruce Guthrie Prof Peter Davey Prof Kevin Rooney Prof Margaret Maxwell Prof Huw Davies Diane Campbell Allyson Angus	0.05wte SISCC main grant 0.05wte in-kind contribution by Dundee UWS Stirling St Andrew's NHS Tayside	Paid contribution from 1 st August 2014 In-kind set-up work March-July 2014
Executive leads x 5 Stirling x 3 Dundee Aberdeen	Professor	Prof Jayne Donaldson Prof Brian Williams Prof Thilo Kroll Prof Helen Cheyne Prof Craig Ramsay	All in-kind contribution Stirling Dundee Aberdeen	From March 2014
Staff posts				
Programme manager Dundee	Full time Grade 9 5 years	Dr Nicola Gray	SISCC main grant	August 2014
Programme administrator Dundee	Full time Grade 6 5 years	Fiona Szeller	SISCC main grant	August 2014
Post-doctoral researcher Dundee	Full time Grade 7 3 years	Dr Madalina Toma	SISCC main grant	August 2014

Post-doctoral researcher Dundee	Full time Grade 7 3 years	Dr Jenna Breckenridge	SISCC main grant	October 2014
Post-doctoral researcher Dundee	Full time Grade 7 1 year	Dr Ania Zubala	SISCC main grant	September 2014
Post-doctoral researcher Dundee	Full time Grade 7 1 year	Dr Satish Sankarpandi	SISCC main grant	November 2014
Post-doctoral researcher Stirling	Full time Grade 7 4 years	Dr Helen Frost	SISCC main grant	November 2014
Senior software engineer Dundee/FARR	Full time Grade 7 31 months	Dr Claire Jones	SISCC main grant/QISIP	January 2015
Senior lecturer Dundee	0.1wte Grade 9 5 years	Dr Steve MacGillivray	SISCC main grant	In post already
Work-stream lead Maternal and child health Dundee	0.2wte 6 months	Dr Linda Orr and Dr Heather Whitford	SISCC main grant	In post already
Work-stream lead Older people Dundee	0.2wte 6 months	Dr Jacqui Morris	SISCC main grant	In post already
Posts in process of appointment				
e-learning education Dundee	0.5WTE Grade 7 18 months	tba	Additional Health Foundation grant	In process
e-learning education UWS	0.4WTE Grade 7 3 years	tba	Additional Health Foundation grant	In process
Education researcher Dundee	Full time Grade tba	tba	Additional Health Foundation grant	In process
Post-doctoral researcher Dundee	Full time Grade 7 3 years	tba	In-kind contribution Dundee	In process
Posts with details to be finalised and advertised				
Work-stream lead Maternal and child health tba	0.8wte Grade 8	tba	Main SISCC grant	To be advertised summer 2015
Work-stream lead Older people tba	0.8wte Grade 8	tba	Main SISCC grant	To be advertised summer 2015
Clinical academic Maternal and child health tba	0.5wte Grade 7	tba	Main SISCC grant	To be advertised summer 2015
Clinical academic Older people tba	0.5wte Grade 7	tba	Main SISCC grant	To be advertised summer 2015
Clinical academic Older people work-stream	0.8wte Grade 8	tba	In kind contribution	Under discussion

NHS Tayside				
In kind contributions				
University of Dundee Senior Lecturer in QI	Grade 9 3 years	Tba	In kind contribution	Not yet appointed
University of Dundee Research Fellow	0.2WTE Grade 8 5 years	Suzanne Grant	In kind contribution	In post already
NHS T Clinical Academic	0.8WTE 5 years	tba	In kind contribution	Not yet appointed
University of Stirling – to support post-doctoral training and career development	5 years	Brian Williams	In kind contribution	From March 2014
University of Stirling – to support post-doctoral training and career development	5 years	Helen Cheyne	In kind contribution	From March 2014
University of Stirling – to support post-doctoral training and career development	5 years	F Harris	In kind contribution	From August 2014
University of Stirling – to support post-doctoral training and career development	5 years	E Duncan	In kind contribution	From August 2014
University of Stirling	5 years	Jayne Donaldson	In kind contribution	From March 2014
Napier University	5 years	Professor and Reader into sub-boards	In kind contribution	Not yet in place but planned

Appendix 5

SISCC Checkpoint Reporting Template

Theme/Work-stream/Group/Project:	
Lead:	
Version Number:	
Date:	
Author:	
Report Endorsed By: (on behalf of Theme/Work-stream)	
Report Endorsed By: (on behalf of SISCC Executive Group)	

Contact Person for this document:	
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Distribution:

WORKPLAN

Milestones

Milestones Description	Responsible Person(s)	Date Milestone Set	Target Date	Status (not started, in progress, completed)	Outcome

Issues and Risks: (please describe any known issues and risks and steps taken to minimise the potential impact of these)

Date Risk/Issue Identified	Issue/Risk Description	Potential Impact	Action	Status/ Outcome

Timeline

Task Description	Lead Person(s)	Start	Target Finish Date	Actual Finish Date	Status (not started, in progress, completed)	Outcome/Description of work

Appendix 6

SISCC Stakeholder Engagement Plan

Theme/Work-stream/Group/Project:	
Lead:	
Version Number:	
Date:	
Author:	
Report Endorsed By: (on behalf of Theme/Work-stream)	
Report Endorsed By: (on behalf of SISCC Executive Group)	

Contact Person for this document:	
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Distribution:

Description and Background of Theme/Work-stream/Group/Project:	
Aim/Purpose of Engagement	
Stakeholders (Identify and consider equalities of participants and list e.g. patient groups; carers; relatives; public partners; voluntary organisations; general public; staff; clinicians etc)	
Methods of engagement (Consider appropriate methods – e.g. questionnaire surveys; focus groups; one to one with patients; media press releases, online etc and support needs of participants)	
Details of any earlier related engagement/consultation activity	

This activity plan describes the actions required to ensure that stakeholders have been given the opportunity to be informed and involved in the project.

Task Description	Lead Person(s)	Start	Target Finish Date	Actual Finish Date	Status (not started, in progress, completed)	Outcome/Description of work