

## **Contact details for the Cardiff and Vale UHB R&D Office**

### **Commercial Trials**

Contact this team with enquiries about commercially sponsored research studies - from feasibility assessments through cost build ups, contract negotiation and UHB risk assessment; R&D approval, post initiation and study archiving.

Email address: [Commercial.trials@wales.nhs.uk](mailto:Commercial.trials@wales.nhs.uk)

Managers

- Dr Helen Hughes
- Lucy Jenkins

Admin Support

- Zoe Briffett
- Teresa Burns

### **Good Clinical Practice Training**

For all enquiries about Good Clinical Practice (GCP) training requirements and details of available training courses.

Email address: [zoe.boult@wales.nhs.uk](mailto:zoe.boult@wales.nhs.uk)

Manager

- Zoe Boult

### **Human Tissue Governance**

The work of the Governance Officer in relation to the Human Tissue Act (HTA) overarches the areas mentioned above. The Governance Officer can provide advice on project setup, undertake HTA inspections and monitor compliance with any recommendations made.

Email address: [Pat.Tamplin@wales.nhs.uk](mailto:Pat.Tamplin@wales.nhs.uk)

Manager

- Pat Tamplin

### **Non-commercial contracts**

For enquires about contract requirements for non-commercially sponsored research studies. The non-commercial contracts manager covers all aspects of contract negotiation/execution.

Email address: [Cav.contracts.rd@wales.nhs.uk](mailto:Cav.contracts.rd@wales.nhs.uk)

Managers

- Atul Kotecha
- Arwen Hutchings
- David Powell

Admin Support

- Helen Paine

### **Registration & Permissions**

Contact this team with all enquiries about non-commercial research, including how to submit your project for R&D approval and amendments to ongoing studies. The R&P team should also be contacted if you are unsure whether your proposal is best classed as research.

Email address: [research.development@wales.nhs.uk](mailto:research.development@wales.nhs.uk)

## Managers

- Lee Hathaway
- Catrin Vaughan
- Mital Patel

## Admin Support

- Helen Paine
- Pat Britton
- Muktha Koppula

## Research Governance

This team coordinates review and management of Clinical Trials; manages provision of Good Clinical Practice training for researchers involved in these trials; and is responsible for routine and triggered audits of research studies throughout the Health Board.

Email address: [Research.governance@wales.nhs.uk](mailto:Research.governance@wales.nhs.uk)

## Managers

- Catherine Green
- Maureen Edgar
- Joanne Milner
- Rachel Norman

## Admin Support

- Jemma Cross

## Research Liaison Management

The Research Liaison Managers act as an early point of contact for proposed research studies. As well as assessing feasibility of a proposal, they can help identify what things need to be considered when preparing an R&D application, with the aim of facilitating a smooth journey through the approvals process.

## Manager

- Louise Hesp

## Research Passports

Researchers who are non-NHS staff or NHS staff not directly employed by Cardiff and Vale UHB may require a Honorary Research Contract or Letter of Access. These are applied for via the Research Passport Scheme. Contact the Registration & Permissions team for assistance in this area.

## Senior Management

- R&D Manager: Dr Jane Jones

For appointments contact R&D Personal Secretary, Marietta Clavo:

[Marietta.Clavo@wales.nhs.uk](mailto:Marietta.Clavo@wales.nhs.uk)

- R&D Director: Professor Christopher Fegan

For appointments contact R&D Personal Secretary, Marietta Clavo:

- [RD.Director.CAV@wales.nhs.uk](mailto:RD.Director.CAV@wales.nhs.uk)