



Constitution

NEONATAL TRAINEE-LED RESEARCH AND IMPROVEMENT PROJECTS (NEOTRIPS)

MAY 2022

1) Name

- a. NeoTRIPs (Neonatal Trainee-led Research and Improvement Projects)

2) Aim

- a. To develop and promote collaborative research and quality improvement projects to improve neonatal care in the United Kingdom

3) Objectives

- a. Providing a trainee network to facilitate research and quality improvement initiatives
- b. Undertaking high-quality collaborative audit, quality improvement and research
- c. Providing leadership and management opportunities for trainees with an interest in neonatal research and quality improvement
- d. Disseminating findings at reputable conferences, meetings and in publications
- e. Supporting collaboration and data sharing between regions, networks and units to improve neonatal outcomes

4) Membership

- a. Full Membership
 - i. Open to any doctor working as a paediatric or neonatal trainee, up until the time they take a consultant post
- b. Associate Membership
 - i. Open to any person who is interested in contributing to the network to achieve its objectives. This could include (but is not limited to), advanced neonatal nurse practitioners, medical students, foundation year doctors, allied health professionals and junior doctors from other specialities.
- c. Consultant Membership
 - i. Open to any Consultant who is involved in the design, recruitment, management or analysis of any project
 - ii. To provide guidance for project development and strategic development of the NeoTRIPs network
- d. Termination of Membership
 - i. The NeoTRIPs committee may terminate or suspend the membership of any member if their conduct is contrary to the interests and objectives of the network. This shall be passed at a meeting and the member will have the right of appeal prior to the decision being made.

5) Central Committee

- a. NeoTRIPs will be guided by a central committee of not less than four people
- b. Committee members must be UK based junior doctors
- c. The officers of the committee could include
 - i. Chairperson

1. Oversight of all NeoTRIPs activities including upholding the constitution
 2. Annual Appointment (September to September in line with rotation dates)
 3. Cannot be in position for greater than two years in total
 4. Represent NeoTRIPs at any invited national meetings
- ii. Academic Lead(s)
1. To be a trainee with specific research interests and portfolio (including but not limited to PhD/MD students, post-doctoral clinical academics, academic trainees)
 2. To guide and ensure academic rigour in all projects
 3. To support the network with design, analysis and dissemination of projects (including Research and Ethics approval, Research and Development concerns and audit department approvals)
 4. Cannot be in position for greater than two years in total
- iii. Secretary(ies)
1. Act as a point of contact via the info@neotrips.org email address
 2. Maintain accurate membership and committee logs
 3. Draft and distribute minutes for NeoTRIPS meetings
 4. Organise committee meetings and monitor attendance/apologies
 5. Acts as Deputy Chair to support the Chairperson in NeoTRIPS activities when required
 6. Cannot be in position for greater than two years in total
- iv. Communications Lead(s)
1. Maintain the www.neotrips.org website
 2. Draft and circulate quarterly newsletters
 3. Disseminate information regarding NeoTRIPs on social media channels and through membership emails
 4. Liaise with other networks and organisations to ensure collaboration is at the forefront of all activities
 5. Cannot be in position for greater than two years in total
- v. Patient and Public Involvement Lead(s) (PPI)
1. Champions PPI opportunities for all NeoTRIPs projects
 2. Establishes and maintains links with patient and public groups for long term collaboration.
 3. Supports all other committee members with respective workload when required
 4. Cannot be in position for greater than two years in total
- vi. Consultant Leads(s)
1. Provide continuity and guidance for the ongoing development of the network
 2. Provide clinical and non-clinical support for all projects, including signposting to project specific consultant leads.
- d. Other committee members may be required as the network evolves and if so, these positions shall be decided on at a central NeoTRIPs Committee meeting and their details added to this constitution in a timely manner.
- e. The committee will meet quarterly and for any network decisions greater than 50% of all committee members must be present.

- f. The committee will remain accountable and transparent to NeoTRIPs members at all times (including the accessibility of minutes from all meetings)
- g. Committee Elections shall be held in the final meeting of each year (July/August)
 - i. The chairperson shall either be appointed into post by competitive interview if there is funding for a specific fellow post, or elected from within the NeoTRIPs central committee/project leads by secret ballot after self-nomination
 - ii. All other committee member posts will be appointed by election – circulated to all NeoTRIPs members.

6) Regional Leads

- a. Regional Leads will be appointed for each of the thirteen neonatal networks in the UK
 - i. Scotland
 - ii. North West
 - iii. Northern
 - iv. Northern Ireland
 - v. Yorkshire & Humber
 - vi. East Midlands
 - vii. West Midlands
 - viii. Wales
 - ix. East of England
 - x. London
 - xi. Kent, Surrey & Sussex
 - xii. Thames Valley & Wessex
 - xiii. South West
- b. Regional Leads will be responsible for promotion of projects, recruitment of unit lead trainees for specific projects and regional promotion of the network.
- c. Regional Leads will be responsible for keeping an up-to-date log of all local lead trainees for sharing with the secretary
- d. Regional Leads will express interest to the central committee and in the case of multiple volunteers anonymous 250-word statements will be submitted and voted on by the central committee.

7) Local Leads

- a. Local Leads will be recruited by the regional lead at each participating neonatal unit.
- b. Local Leads are responsible for project promotion, data collection and local dissemination of NeoTRIPs project findings.
- c. Local lead trainees are responsible for identifying a supportive local consultant to provide guidance for unit specific issues.
- d. Local leads will be awarded a certificate of participation, alongside acknowledgement in any output from the project they were involved in.

8) Project Leads

- a. All NeoTRIPs members and non-members may submit project proposals to the network for consideration in the last committee meeting of the year.
- b. Project Leads will be responsible for literature review, protocol design, designing a data collection tool and co-ordinating with the central committee to drive the project forward.
- c. Project Leads will be responsible for identifying a lead Consultant with expertise in the area to be studied to support and guide project development.
- d. Project Leads will be expected to play a lead role in analysis of the data, alongside dissemination via conferences or publications (alongside the central committee)

9) Publications and ownership of data

- a. All actions of the NeoTRIPs committee and members must be in line with Good Clinical Practice and the Data Protection Act guidelines.
- b. The authorship policy should be defined prior to starting any project by the project leads and central committee.
- c. Authorship will by default include NeoTRIPs as the final senior author
- d. Lead authors will include all individuals who fulfil the criteria for authorship as per the ICMJE (International Committee of Medical Journal Editors) guidelines.
- e. All collaborators will be cited alphabetically in the publication acknowledgements.
- f. In any national or international presentations on behalf of the NeoTRIPs collaborative the presenter must ensure there is a complete and up-to-date acknowledgements slide. This will be supported by the regional lead and the secretary.

10) Alterations of the Constitution

- a. This constitution was adopted by all members present at the lead committee meeting on 02/08/2022.
- b. All alterations must be agreed and voted on at a central committee meeting. They required a two-thirds majority to pass.