NeoTRIPS Project Terms of Reference

Purpose

This terms of reference is a guide for project leads to understand what they can expect from the NeoTRIPs central committee and also what is expected of them when they undertake a NeoTRIPs project.

Term

This Terms of Reference is effective from the acceptance of a project proposal and continues until the completion of all associated work that results from the project. It can be terminated prematurely with the agreement of both parties.

Membership

- Taking up the role of project lead is suitable for resident doctors (trainees/ fellows) who:
- Wish to contribute to the work and ethos of a national trainee-led neonatal network.
- Wish to lead a national research or QI project.
- Wish to receive training, support and mentorship from experienced consultants and clinical academics.
- Wish to join a network of like-minded enthusiastic trainees across the UK to help improve neonatal care!

Roles and Responsibilities

The NeoTRIPs central committee is expected to:

- Foster collaborative working between the central committee and project leads.
- Review the project protocol within 6 weeks of receipt.
- Trouble-shoot any obstacles to the successful delivery, adoption and outcome of any selected projects.
- Provide support and mentorship to project leads throughout the duration of their project and beyond.
- Respond to all correspondence in a timely manner.
- Support the promotion and publication of the project through the NeoTRIPs networks communication modes (email, website, twitter, bluesky etc).
- Behave with respect and politeness at all times.
- Ensure recognition of all project participants (local leads, regional leads, project leads) through appropriate means agreed in the project protocol – authorship, certificates or other incentives.

The Project Lead is expected to:

- Abide to the NeoTRIPs constitution.
- Submit a project protocol to the committee by 6 weeks of the project proposal acceptance date.
- Identify a lead Consultant with expertise in the area to be studied to support and guide project development.
- Play a lead role in launching the project, inducting the Regional Leads to the project via a webinar, promote Local Lead recruitment via the Regional Leads, support Regional and Local Leads with any queries or issues with data collection, collate the data, analyse the data, and

create Regional Lead certificates and Local Lead certificates (with dissemination of these via Regional Leads).

- Work collaboratively with the central committee to ensure smooth utilisation of the NeoTRIPs network.
- Adhere to the agreed project deadline dates, and communicate early if any difficulties with this arise.
- Respond to all correspondence in a timely manner.
- Behave with respect and politeness at all times.
- Attend relevant NeoTRIPs meetings or provide apologies with adequate notice.
- Present +/- publish their data via conferences or publications (alongside the Central Committee).
- As per the International Collaboration of Medical Journal Editor's (ICMJE) guidance, for works with many collaborators, an authorship agreement should be planned and outlined at the commencement of the project. Authorship will include the NeoTRIPS Collaborative as the final author. Named authors will include all individuals who fulfil the criteria set out by the ICMJE. Those who have contributed but not met the full criteria for authorship should be named as contributors.
- Maintain the ethos of the NeoTRIPs network and promote its general aims when presenting any related work at relevant conferences/meetings.
- Provide the NeoTRIPS Central Committee with access to the data and an update on progress with data analysis and manuscript writing no later than 12 weeks after data collection is complete.

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NeoTRIPs Chair

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NeoTRIPs Project Lead