Constitution

NEONATAL TRAINEE-LED RESEARCH AND IMPROVEMENT PROJECTS

(NeoTRIPS)

May 2026

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 resident doctor 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 resident doctors 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 resident doctor, 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 resident doctors from other specialties.
    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 resident doctors.

c. Members can apply to join the Central Committee, who are then elected within the NeoTRIPs Central Committee by an anonymous voting system. The chairperson shall either be appointed into post by competitive interview if there is funding for a specific fellow post or elected within the NeoTRIPs Central Committee by an anonymous voting system.

i. In the event of a tied vote, the Co-Chair(s) shall have the casting vote.

d. The officers of the committee could include

i. Co-Chair(s)

1. Oversight of all NeoTRIPs activities including upholding the constitution.
2. Represent NeoTRIPs at any invited national meetings.
3. To remain in post for at least 2 years.

ii. Research Co-Lead(s)

1. To be a resident doctor with specific research interests and portfolio (including but not limited to PhD/MD students, post-doctoral clinical academics, academic resident doctors).

2. To guide and ensure academic rigour in all research projects.
3. To support the network with review, design, dissemination, analysis and publication of projects (including Research and Ethics approval, Research and Development concerns and audit department approvals).
4. To remain in post for at least 2 years.

iii. QI Co-Lead(s)

1. To be a resident doctor with specific QI interest.
2. To guide and ensure good quality all QI projects.
3. To support the network with review, design, dissemination, analysis and publication of projects.
4. To remain in post for at least 2 years.

iv. Outputs & Publications Co-Lead(s)

1. To oversee the dissemination of NeoTRIPS research and quality improvement outputs following project completion.
2. To act as the liaison between Project Leads and the Central Committee to support the progression of projects towards dissemination, including conference presentations, publications, letters, reports and other scholarly outputs.
3. To maintain regular contact with Project Leads following completion of data collection and monitor progress towards dissemination.
4. To provide updates to the Central Committee on the status of project outputs and identify projects that may require additional support.
5. To work collaboratively with the Research Co-Leads, QI Co-Leads, Social Media Co-Leads and Website Co-Leads to ensure completed

outputs are appropriately showcased on our website and social media.

6. To coordinate, where appropriate, mentorship and support for Project Leads in the dissemination process, including identifying opportunities for feedback on manuscripts, abstracts, presentations and journal selection.
7. To maintain a record of publications and other outputs arising from NeoTRIPS projects.
8. To remain in post for at least 2 years.

v. Education Co-Lead(s)

1. To be a resident doctor with specific education interest.
2. To produce educational materials on research and QI for resident doctors through different mediums.
3. To remain in post for at least 2 years.

vi. Co-Secretary(ies)

1. Act as a point of contact via email
2. Disseminate information regarding NeoTRIPs via email.
3. Maintain accurate membership and committee logs.
4. Draft and distribute minutes for NeoTRIPS meetings.
5. Organise committee meetings and monitor attendance/apologies.
6. Draft and circulate quarterly newsletters.
7. Acts as Deputy Chair to support the Chairperson in NeoTRIPS activities when required.
8. To remain in post for at least 2 years.

vii. Website Co-Lead(s)

1. Maintain the website

2. Disseminate information regarding NeoTRIPs on the website.
3. Liaise with the website hosting and domain providers to ensure continued operation of the NeoTRIPS website, including arranging renewal of hosting and domain services. Reasonable expenses incurred shall be reimbursed by the active Central Committee in accordance with committee agreement.
4. To remain in post for at least 2 years.

viii. Social Media Co-Lead(s)

1. Maintain the X, BlueSky, Google Scholar, and Youtube accounts
2. Disseminate information regarding NeoTRIPs on WhatsApp, X, BlueSky, Google Scholar, and Youtube.
3. Liaise with other networks and organisations to ensure collaboration is at the forefront of all activities.
4. To remain in post for at least 2 years.

ix. Consultant Co-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.

e. 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.

f. The committee will meet quarterly and for any network decisions greater than 50% of all committee members must be present.

g. The committee will remain accountable and transparent to NeoTRIPs members at all times.

h. Central Committee members will be awarded a certificate for their tenure in the role.

6. Regional Leads

a. Members and non-members can apply to join the regional committee, who are then selected within the NeoTRIPs Central Committee by an anonymous voting system.
    i. In the event of a tied vote, the Co-Chair(s) shall have the casting vote.

b. 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

c. Regional Leads will be responsible for promotion of projects, recruitment of unit local leads for specific projects and regional promotion of the network.

d. Regional Leads will be responsible for keeping an up-to-date log of all Local Leads for sharing with the Project Lead and NeoTRIPS Central Committee

e. Regional Leads are expected to remain in the role for at least 2 years

f. Regional Leads will be awarded a certificate for their tenure in the role.

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 Leads 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 are required to submit the first draft of their protocol to the Central Committee by 6 weeks following the notification that their project proposal has been successfully selected to run through NeoTRIPS. The Research co-leads in turn will review the protocol by 6 weeks following receipt.

c. Project Leads will be responsible for literature review, protocol design, applying for regulatory approvals, designing a data collection tool and co-ordinating with the Central Committee to drive the project forward.

d. Project Leads will be responsible for identifying a lead Consultant with expertise in the area to be studied to support and guide project development.

e. Project Leads will be expected to play a lead role in launching the project, inducting the Regional Leads to the project via a webinar, promoting Local Lead recruitment via the Regional Leads, supporting Regional and Local Leads with any queries or issues with data collection, collating the data, data analysis, and creating Regional Lead certificates and Local Lead certificates (with dissemination of these via Regional Leads).

f. Project Leads will be expected to present +/- publish their data via conferences or publications (alongside the Central Committee).

g. Project Leads will be expected to allow the NeoTRIPS Central Committee access to the data. We will also make contact with the Project Lead to review the progress of data analysis and publication at 12 weeks following the completion of data collection.

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 the NeoTRIPs Collaborative as the final author.

d. 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 18/5/2026.

b. All alterations must be agreed and voted on at a Central Committee meeting. They required a two-thirds majority to pass.