

## **Appendix**

The following pages will be updated from time to time – you will receive updated versions when this happens, so please ensure that you have the most recent versions in your handbook.

# Glossary

## Discussion Forum

An online forum, which you can also opt to use via email, designed to enable staff of Partner agencies to network, share opinions, raise queries or questions, offer suggestions or to ask for help. The forum is intended to facilitate discussion and offer an informal network of support.

## Evidence cluster

An accessible summary of the available research evidence to date on a given topic, web-based and regularly updated.

## Policy Links

A selection of links to external sites which provide access to a range of information about current health and social care policy in the UK. They include links to central policy documents, websites for relevant organisations, and information about key initiatives in adult health and social care.

## Research and Policy Update (RPU)

A monthly summary, sent by email to Link Officers on the third Monday of every month, and also available on the website, of national research and policy developments, aimed to signpost readers to useful material that may otherwise be missed.

## Research Links

A selection of links to external websites which provide access to research resources relevant to evidence-informed practice in adult health and social care.

## Resource Bank

The resource bank contains products that have been developed by **research in practice for adults** and our Partner Agencies to help support and promote evidence-informed practice. Resources include audit tools, information sheets, websites, training materials and local policy and guidance.

## What's New

A news service provided by **research in practice for adults** for Partner Agencies and the general public. It will alert you to what's going on here at **research in practice for adults** and what recent developments have occurred on the website.

## Contacts at research in practice *for adults*

### Name and job title

### Contact details

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## Who is your lead Research and Development Officer?

Each Partner agency is allocated a lead Research and Development Officer who is their first point of contact at **research in practice for adults**. See the lists below to find out who your lead Research and Development Officer is.

### **George Julian**

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[george@ripfa.org.uk](mailto:george@ripfa.org.uk)

Barnsley Metropolitan Borough Council  
Bracknell Forest Borough Council  
Bury Council  
Cheshire East Council  
Cheshire West and Chester Council  
Cornwall Council  
Cumbria County Council  
Doncaster Council  
Lancashire County Council  
Leeds City Council  
Liverpool City Council  
Oxfordshire County Council  
Plymouth City Council  
Sheffield City Council  
Stockport Metropolitan Borough Council  
Tameside Metropolitan Borough Council  
Wakefield Metropolitan District Council  
Warrington Borough Council  
Wigan Council  
Wiltshire County Council

### **Todor Proykov**

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Bath and North East Somerset  
Bedford Borough Council  
Birmingham City Council  
Bournemouth Borough Council  
Bristol City Council  
Cambridgeshire County Council  
Central Bedfordshire Council  
Coventry City Council  
Devon County Council  
Dorset County Council  
Dudley Metropolitan Borough Council  
Essex County Council  
Gloucestershire County Council  
Leicestershire County Council  
London Borough of Brent  
London Borough of Ealing  
London Borough of Hammersmith and Fulham  
London Borough of Newham  
London Borough of Sutton  
London Borough of Wandsworth  
Luton Borough Council  
Norfolk County Council  
Northamptonshire County Council  
North Somerset County Council  
South Gloucestershire Council  
Southend-on-Sea Borough Council  
West Berkshire Council  
Wokingham Borough Council  
Wolverhampton City Council

## **Publications and current work**

### **OutLines**

- OutLine 14** How can we ensure culturally competent services?
- OutLine 13** How can people with dementia be assisted to maintain independence and quality of life?
- OutLine 12** What forms of support are effective for family carers of people with dementia?
- OutLine 11** What methods can assist adults with communication difficulties to express their preferences?
- OutLine 10** What models of care are effective for people living with long-term health conditions?
- OutLine 9** How can mental health services promote recovery from severe mental illness?
- OutLine 8** How should services meet the needs of people with Down Syndrome who develop dementia?
- OutLine 7** How can we ensure that the health needs of people with learning disabilities are identified and met?
- OutLine 6** What can models of 'extra care' housing offer to older people with dementia?
- OutLine 5** What can assistive technology offer disabled adults?
- OutLine 4** What are the most effective and cost-effective services for informal carers of older people?
- OutLine 3** How can local authorities increase the take-up of Direct Payment schemes to adults with learning disabilities?
- OutLine 2** Self-assessment: How does it work, is it effective and how can it be promoted?
- OutLine 1** How can the housing needs of families with one or more disabled parents be met?

### **Key Issues**

- Key Issues 04** Social firms
- Key Issues 03** Joint strategic needs assessment
- Key Issues 02** Support brokerage
- Key Issues 01** Outcome based commissioning and contracting

### **Evidence-informed Practice for Councillors**

- 2** Self-directed Support
- 1** Outcomes-focused adult social care

## Audio CDs

Positive Parenting: Supporting parents with learning disabilities

## Evidence Clusters

<b>Cluster Ten</b>	Effectiveness of support for adults with Autistic Spectrum Disorder
<b>Cluster Nine</b>	Organizational change for health and social care integration – impact on frontline staff
<b>Cluster Eight</b>	Generic Worker roles in health and social care
<b>Cluster Seven</b>	Effectiveness of reablement services
<b>Cluster Six</b>	Effective involvement of older people in service planning
<b>Cluster Five</b>	Social care interventions for acquired brain injury
<b>Cluster Four</b>	Reminiscence therapy for people with dementia
<b>Cluster Three</b>	Direct Payments for those using mental health services
<b>Cluster Two</b>	Employment for people with long term mental health problems
<b>Cluster One</b>	Prevention

## Change Projects

There are currently two **change projects** taking place:

### **Safety Matters: developing practice in safeguarding adults**

This project is exploring ideas, approaches and materials that can be used to develop practice in the field of safeguarding adults.

### **SDS360: Self-directed support**

This project is looking at the process of change and what mechanisms are required to support staff and service users with the adoption of self-directed support.

Visit the **Change Project** page on the website to see what stage these projects are currently at <http://www.ripfa.org.uk/changeprojects>.

## Learning Events

Please see the current Learning Events Programme for details of forthcoming events, or visit the website: <http://www.ripfa.org.uk/learningevents/index.asp?catID=9>

# Top Tips for Link Officers

We are always looking for hints and tips about how best we can support Link Officers and/or what works best for you in the Link Officer role. Below are a collection of the 'top tips' that we have received to date. If you have any additional tips that you think other people could benefit from hearing about please do get in touch.

## General

- The most important thing is to get information out there
- Target specific people – if you are new in post use your own induction period to identify contacts; target groups of people and try to avoid blanket emailing
- Connecting as an individual – face-to-face contact is invaluable
- Use **ripfa** to sell the message of evidence-informed practice, not the other way around; encourage people to see EiP as continuing professional development
- Work with your enthusiasts
- Get information out and repeat it – send either the learning events programme or individual learning events flyers out alongside the RPU
- Let people know that you are the Link Officer – sell the benefits of EiP – spread the information and messages as far and wide as possible
- Share the information and opportunities with your local partners
- Target information to front-line staff who may not have computer access – make an effort to find out the preferred ways that people would like to receive information
- Circulate good feedback amongst colleagues – and try to remember to share it (good or bad) with **ripfa**
- Share the information with those studying for post qualifying awards – take it with you when visiting PQ teams
- Set up an evidence-informed practice steering group
- Link evidence-informed practice to service development
- Reserve allocated time for **ripfa** work
- "I found initially that managers did not disseminate information - I bypassed them and got more success"
- "To ensure knowledge from the learning events is shared I have found it really beneficial to hold lunch time knowledge sharing sessions, these have been really well attended"
- "We are putting info about the events on our intranet training site – which we know is the main source of info used by our staff on training"
- "Share with your team what you do and get help with promoting events – get help with clerical tasks"
- Make sure you understand your internal structures and how to reach those working with specific groups eg mental health, learning disability etc

## Learning events

- Target: Send the LE Programme to Training Departments, Area Meetings, Senior Social Workers, Teams (e.g. Learning Disability Team)
- Newsletter: Include the forthcoming events in an existing newsletter
- Forward the Flyer: Send via email, put printed copies on notice boards, have copies available at other training events
- Calendar: Get the events on your in-house calendar and/or intranet

- Spread the Word: Don't miss any service areas – get a link in Learning Disabilities, Sensory Loss, Physical Disability, Older People, Housing, Mental Health, Hospitals, Carers, Policy and Commissioners – cover all bases
- Administration: Get admin help to support you in this aspect of your role
- Contact Details: Advertise **research in practice for adults'** contact details on your intranet, on notice boards, via the Training Department.
- Attend an event: See how they work
- Statistics: Use the statistics sent to you to show value for money or encourage managers to allow staff to attend!
- Booking Process: Decide what will work for your agency and let people know how to book a place at events
- Feedback: Tell us if there is a topic missing or something staff wish to see. It is also nice to hear when something was particularly well received
- Learning Environments: Encourage staff to share learning within teams and colleagues. Start a Practice Issue Group or suggest lunch time seminars
- Cancellations: Set a calendar reminder Outlook to email people 4/6 weeks before an event to remind them that they have a space, this means if needs be that they drop out in time for someone else to take the space
- Promotion: "Previously relied on the Learning and Development section to promote events but now the Link Officer is doing it instead and targeting people directly which has led to an increased uptake"

#### Publications

- Team Managers: Send a copy of each publication to team managers in operational teams
- Use Them: If you are part of a learning and development team, use the publications during workshops
- Distribution Lists: Start a list so as you don't have to re-find details
- Target: Send copies to specific service areas. If a publication arrives with 'Older People' in the title, send it to Older People's Teams. Don't forget Policy Teams
- Information and Communication Teams: Ask them where copies should be stored. Include the library
- Training Days: Take copies of publications to internal events on the same topic or put them in the conference pack – flag up the **ripfa** website.
- Senior Managers: Send a copy of the introductory booklet to remind them we are Partners; make up bundles of our recent information and put it on the seats before a senior management meeting – at least they will have to move it and at best they might take notice and read it!
- Interest Groups: If there is a journal club or practitioners' group, send them copies to look at
- Councillors: Send a copy of new publications to your elected members
- Administration: Get admin help if it supports your role or ask colleagues to help with distribution and dissemination
- Newsletter: Include new titles in a forthcoming newsletter
- Distribution: take publications and physically put them on people's desks

## Network

- “When I circulate the updates, I also do a ‘quick link’ sheet with headlines for those people who won’t take the time to read the update in full”
- Circulate the RPU each month as an attachment to an email, through the team clerks and ask them to forward to the whole team thus reaching everyone in the local authority and PCTs
- Send RPU to everyone by email if your council has circulation lists. If not, ask for one!
- Get a rep in each purchaser and provider team – preferably a volunteer – to whom you can send updates, etc
- “Established a channel on our Intranet for storage of the updates so they will be accessible and people won’t have to decide whether to save them”
- Discussion forum – forward queries to people for response; say even if they can’t contribute would they like to hear the answers – if so copy and paste them into an email and ask them to share them with relevant colleagues

## Joint working

- Link Officer: Contact your counterpart in children’s services if your agency is a Partner of both **ripfa** and **RiP**
- CTS: Ensure that your Councillor knows about and attends the annual CTS
- Website: There are useful resources on the **research in practice** website – take a look
- Joint Publications: Make sure they reach the right people
- Think Holistically: When feeding back to us, is there something we could do as two organisations that would assist you?

## **Contact List for Link Officers**

Please see our website for the latest contact list for Link Officers within the **research in practice for adults** Partnership network:

<http://www.ripfa.org.uk/aboutus/network/index.asp?TOPcatID=4&TOPcatsubID=1>

## **Useful Forms**

- i) Proposal for One-to-one support

Be as brief or as thorough as you wish while completing this form

Proposal for one-to-one support

Thank you for completing this proposal. After receiving your request, the **research in practice for adults** team will discuss it and decide on the best course of action, advising you who will be your link and the support we can offer to you.

If you have any questions at any time – before or after completing the form – please contact Todor Proykov on 01803 869758 or email [todor@ripfa.org.uk](mailto:todor@ripfa.org.uk)

Before completing and sending the form, please do the following:

- Check **ripfa's** website ([www.ripfa.org.uk](http://www.ripfa.org.uk)) and **ripfa's** resource bank (<http://www.ripfa.org.uk/thenetwork/index.asp?catid=13>) in case the answers you are looking for are already available there
- Check **ripfa's** forum (<http://www.researchinpracticeforadults.org.uk/phpbb2/>), if somebody else from our partner network has already worked in that area; you might consider posting a query on the forum yourself. If you have no login credentials to the forum, please let me or your **ripfa** link officer know and I will create one for you.

The above two steps are meant to assure that your agency uses the 20 one-to-one support hours in the most efficient way.

<b>Date</b>	
<b>Name of agency</b>	
<b>Title of the project</b> Please provide a title for the proposed project that is both concise and conveys the essence of what needs to be done.	
<b>People Involved</b> Please provide the names and contact details of the people who will be leading on the project.	
<b>Timescale for Progress</b> Are there any agency constraints on time for this piece of work? The deadlines will be negotiated and agreed in the process, after this proposal submission.	

**Proposal**

Please outline the aims, objectives and describe your project. What do you hope to achieve from this piece of work? What the problem is? How is this relevant to the priorities of your organisation? What resources do you have available?

**Support / Help / Facilitation Needed**

What facilitation or support would you like from research in practice for adults? Any ideas of how you would like to allocate the hours of support you are entitled to?

Please, contact Todor by any means, to discuss your idea/proposal at any stage of the submission process.