

# EMPAN Regional Project – Standard Operating Procedure (SOP)

## 1. Introduction

### 1.1 Overview

The East Midlands Paediatric Audit and Network (EMPAN) Regional Project is an initiative designed to facilitate collaboration among paediatric trainees in the East Midlands region. The project aims to provide structured opportunities for trainees to engage in **research, quality improvement (QI), service evaluations, and audits**, thereby enhancing their skills in clinical research and healthcare improvement.

### 1.2 Objectives

- Enable trainees to **collaborate on high-impact research and QI projects**.
- Provide **resources and guidance** to support project development and execution.
- Foster **continuity and success** in research initiatives despite rotational trainee placements.
- Contribute to **evidence-based improvements in paediatric care**.

### 1.3 Alignment with Curriculum Learning Outcomes

This initiative aligns with the **Royal College of Paediatrics and Child Health (RCPCH) curriculum**, particularly:

- **Learning Outcome 8:** Ability to initiate, plan, and undertake projects that improve clinical effectiveness, patient safety, and patient experience.
- **Learning Outcome 11:** Competency in developing, revising, and implementing guidelines and policies based on **current clinical research and evidence-based healthcare**.

## 2. EMPAN Project Timeline

Date	Milestone
25/02/2025	Official launch at the Joint North & QI Research Day and opening of project proposal submissions
09/06/2025	Project proposal submission deadline
16/06/2025	Committee meeting to review and select projects
16/07/2025	Project teams formed and registrations completed
11/08/2025	Official commencement of the study period
01/01/2026	Mid-point review of data collection
01/03/2026	Completion of data collection



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01/04/2026	Local presentation of project outcomes
01/06/2026	Regional/National presentation of project outcomes

## 3. Submission Process

### 3.1 Eligibility Criteria

- Proposals must be submitted by **Resident Doctors working in Paediatrics** within the **East Midlands region**.
- Projects may include **audits, service evaluations, QI projects, or research studies**.
- The project must be relevant to **RCPCH curriculum domains**.

### 3.2 Submission Procedure

1. Proposers may discuss their ideas with the EMPAN team **before submission** for advice and guidance.
2. Proposals must be **submitted via the designated online form**.
3. **Submission deadline: 09/06/2025 at 16:00 BST**.
4. Submitted proposals will undergo feasibility and potential assessment within two weeks.
5. Selected projects will proceed to the next phase within an additional two weeks.

## 4. Feasibility and Potential Assessment

### 4.1 Initial Review Process

Each proposal will be reviewed by a minimum of **two EMPAN committee members** to ensure:

- ✓ The proposer is a **Resident Doctor** in the East Midlands.
- ✓ The proposal has **clear objectives** and is well-defined.
- ✓ The methodology is **appropriate and achievable** within EMPAN's framework.

### 4.2 Project Selection Process

Projects that meet feasibility criteria will undergo **formal selection** by the **EMPAN Project Selection Team**, which includes:

- **EMPAN Chair(s)**
- **EMPAN Committee Members** (*minimum 50% of eligible members must be present for validity*)

Proposals will be assessed based on the following **scoring criteria (scale 1–5)**:

1. The proposer has demonstrated **enthusiasm and engagement** regarding their submission.
2. The proposer has demonstrated **an understanding of the background and context** of their submission.
3. The proposer has demonstrated the **ability to proceed** or has identified **required support**.
4. The proposed project is **relevant to Paediatric practice within the East Midlands**.
5. The project addresses an **interesting and important research question**.
6. The project is **achievable within the EMPAN framework**.
7. The proposer has considered an **appropriate methodology** for the study.
8. There are **no major concerns** about conducting this study within EMPAN.

Scores will be totaled across **all domains and assessors** to determine project selection.

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## **5. Project Development & Implementation**

### **5.1 Project Development**

Once a project is selected, EMPAN will provide support in multi-trust recruitment and project registration as required.

### **5.2 Data Collection**

- Project Leads are responsible for ensuring compliance with the Data Protection Act and maintaining patient confidentiality.
- Data collection will be conducted in accordance with ethical and regulatory standards.

### **5.3 Data Analysis**

- The Project Lead(s) will oversee data analysis.
  - EMPAN will provide additional support if required.
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## **6. Presentation & Publication**

- Local presentation of findings must occur within six months of project completion.
- Regional/National presentation should take place within one year of project completion.
- All research will be published under the EMPAN collective name, emphasizing the collaborative nature of the network.



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- Authorship: Project Lead(s) will be listed as the primary authors, with all contributors acknowledged.
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## 7. Conclusion

The EMPAN Regional Project provides an innovative platform for trainees to engage in high-quality, multi-centre research. By fostering collaboration, skill development, and evidence-based improvements in paediatrics, this initiative aims to drive meaningful advancements in clinical practice.