

Requirement for a Service Evaluation Review

For a service evaluation we would need you to submit a written proposal/plan (please include a title, version number and date within the footer) for the evaluation which includes as a minimum the following:

1. Definition of the service to be evaluated
2. Clarify who the evaluation is for and why it is being done
3. Confirmation and written Agreement from the relevant service and line manager to undertake the evaluation (All service evaluations must have management approval and they must consider whether they are of good quality, worthwhile and a good use of Trust resources. They must also consider whether the evaluation fit with the Trusts wider Plans)
4. Timetable of activities
5. Set out the criteria upon which the service is to be evaluated.
6. Establish the purpose aims and objectives (consider use of SMART criteria)
7. Consideration whether a service evaluation is the most appropriate method. Deciding whether it would be more appropriate to undertake research or audit.
8. Decide the methods to be used in evaluating the service.
9. Identify what data needs to be collected, how and by whom. Remembering compliance with Trusts Data protection policies and procedures.
10. Identification of any additional resources required. ie assistance from other departments and confirm their agreement.
11. Where an evaluation is being conducted for Educational purposes then the academic supervisor should provide confirmation and written agreement that the student is properly supported and supervised in the conduct of the evaluation taking into account the level of experience of the student, the scale of the evaluation and if applicable potential for harm to participants.
12. In addition where a University has an internal ethics approval process EPUT would only issue a conditional approval prior to receipt of a favourable approval from the University ethics board. Once University ethics is confirmed then EPUT would issue the final Trust approval for the evaluation to commence.

Your submission should be made via e-mail to epunft.research@nhs.net , once we have received the evaluation proposal an initial assessment will be made and along with appropriate colleagues we will determine it for Trust approval.

Should you need to discuss the process or require any further information prior to submitting your evaluation proposal for review then please feel free to contact Pauline.young3@nhs.net