South London and Maudsley **NHS**
NHS Foundation Trust

WELCOME TO CRIS

Clinical Records Interactive Search tool

1. CRIS PROJECT APPLICATION PROCEDURE

In order to use CRIS for your research you will need to submit a CRIS Project application which is then reviewed by the CRIS Oversight Committee for approval.

To submit an application please complete the form at the following link:

http://www.slam.nhs.uk/research/cris/cris-project-application

(Please note that you cannot save your application once you have started it so you will have to complete it in one go.)

When completing the application form please be aware that the lay summary will appear on the BRC website and therefore please ensure that you happy for this to be published when you are completing the form.

Once your application has been submitted it is then reviewed by the CRIS Oversight Committee for approval. Applications are circulated to the committee once a week and the approval process takes about 2-3 weeks, but please be aware that it can take longer if the Oversight Committee has any questions or if they require further clarification of your project.
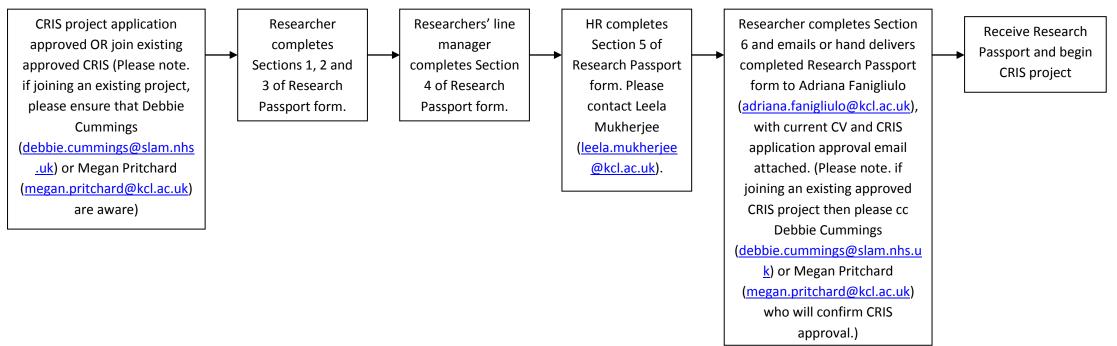
Once your project has been approved by the Oversight Committee you will receive an email from the CRIS Administrator confirming this.

2. SLAM CONTRACTS

In order to access CRIS every person on the project who will be involved in the data collection/ analysis will need a contract with SLAM (substantive or honorary) or a research passport, this ensures users are contractually obliged to adhere to relevant Trust policies regarding confidentiality and data protection. For those who require a Research Passport, please see the below process for obtaining one.

Researchers and Academics employed by KCL- Working on specific approved CRIS projects for a specified amount of time:
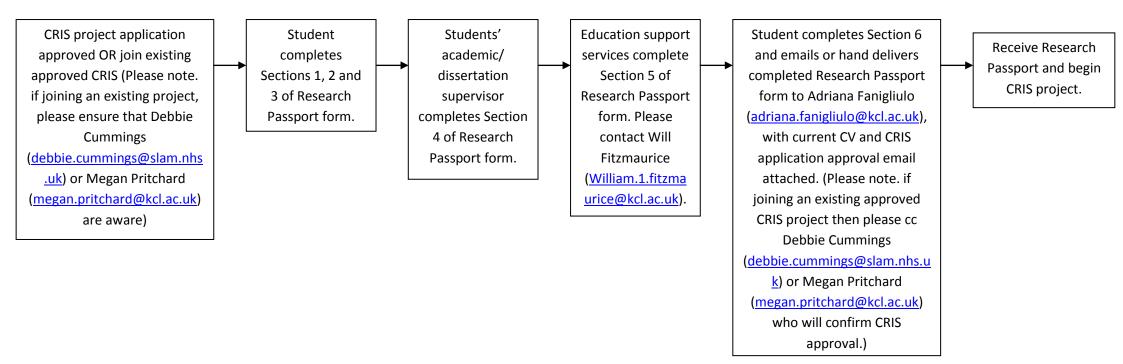
- ▪ Must have a Research Passport signed off by Leela Mukherjee in KCL HR and issued by Adriana Fanigliulo in the R&D office.

- ▪ **DO NOT** require a current DBS check or occupational health clearance.

| CRIS project application approved OR join existing approved CRIS (Please note. if joining an existing project, please ensure that Debbie Cummings (debbie.cummings@slam.nhs.uk) or Megan Pritchard (megan.pritchard@kcl.ac.uk) are aware) | → | Researcher completes Sections 1, 2 and 3 of Research Passport form. | → | Researchers' line manager completes Section 4 of Research Passport form. | → | HR completes Section 5 of Research Passport form. Please contact Leela Mukherjee (leela.mukherjee@kcl.ac.uk). | → | Researcher completes Section 6 and emails or hand delivers completed Research Passport form to Adriana Fanigliulo (adriana.fanigliulo@kcl.ac.uk), with current CV and CRIS application approval email attached. (Please note. if joining an existing approved CRIS project then please cc Debbie Cummings (debbie.cummings@slam.nhs.uk) or Megan Pritchard (megan.pritchard@kcl.ac.uk) who will confirm CRIS approval.) | → | Receive Research Passport and begin CRIS project |

Postgraduate and PhD Students studying at KCL- Working on a specific approved CRIS project for a specified amount of time:

- Must have a Research Passport signed off by Will Fitzmaurice in Education Support Services and issued by Adriana Fanigliulo in the R&D office.

- **DO NOT** require a current DBS check or occupational health clearance.

| CRIS project application approved OR join existing approved CRIS (Please note. if joining an existing project, please ensure that Debbie Cummings (debbie.cummings@slam.nhs.uk) or Megan Pritchard (megan.pritchard@kcl.ac.uk) are aware) | → | Student completes Sections 1, 2 and 3 of Research Passport form. | → | Students' academic/ dissertation supervisor completes Section 4 of Research Passport form. | → | Education support services complete Section 5 of Research Passport form. Please contact Will Fitzmaurice (William.1.fitzmaurice@kcl.ac.uk). | → | Student completes Section 6 and emails or hand delivers completed Research Passport form to Adriana Fanigliulo (adriana.fanigliulo@kcl.ac.uk), with current CV and CRIS application approval email attached. (Please note. if joining an existing approved CRIS project then please cc Debbie Cummings (debbie.cummings@slam.nhs.uk) or Megan Pritchard (megan.pritchard@kcl.ac.uk) who will confirm CRIS approval.) | → | Receive Research Passport and begin CRIS project. |

3. WHAT DO I NEED TO ACCESS CRIS?

Data within CRIS is subject to the same governance requirements as the identifiable data within EPJS; therefore, data must remain within the SLAM firewall at all times. In order to access CRIS for your research you will need the following (these need to be obtained in this order):

     A.   **A SLAM username and log in**

     B.   **Access to the CRIS specific T: drive**

     C.   **An account with PJS CRIS/ IAPT CRIS/ SQL CRIS**

A.   **SLAM Username and Log In**

In order to obtain a SLAM log in you will need to complete a "Network/ ePJS Account Application Form" found on the SLAM intranet. On this form you will need to name your SLAM manager- this is usually either your line manager or the person named on your Research Passport as your supervisor.

Once IT have created the new user account your SLAM username and log in details will be emailed to your SLAM manager who can then inform you of what these are.

If you do not have access to the SLAM Intranet please make an appointment with the CRIS administrator (debbie.cummings@slam.nhs.uk) to come over to the BRC Nucleus and complete the form.

B.   **Access to the CRIS Specific T: Drive**
The CRIS specific network drive (called "brc_cris") is a shared network drive where you will store all of the work related to your CRIS project.

When you begin your project you can create a folder for yourself within the T: drive to save your work in. You must make sure that all of your CRIS work is saved on the shared drive, this is to ensure that the data remains behind the SLAM firewall and remains safe as the T: drive is backed up by SLAM IT.

To obtain access to this drive please email the CRIS administrator (debbie.cummings@slam.nhs.uk) with your SLAM username.

Once access to this drive has been granted you can map the drive by doing the following:

1. Open My Computer (Start > Computer)
2. Click Map Network Drive
3. Under Drive select T:
4. In Folder type in \\achlys\shared\brc_cris

5. Make sure Reconnect at Login is checked and click Finish
6. You will need to map the drive on each new computer you use.

C.   CRIS Account

To obtain a PJS CRIS/ IAPT CRIS account you will need to fill in a registration form on the respective site.

For PJS CRIS this is: http://cris.slam.nhs.uk

For IAPT CRIS this is: http://cris-iapt.slam.nhs.uk/login

Once you have completed the registration form please email the CRIS administrator (debbie.cummings@slam.nhs.uk) who can authorise your account.

If you would prefer to work on CRIS through the back end SQL database then please email the CRIS administrator (debbie.cummings@slam.nhs.uk) in order to obtain access.

4. WHAT DO I DO ONCE MY PROJECT IS APPROVED?

CRIS is a service and the team is available to answer any queries and offer guidance throughout your time using CRIS. As a first step once your project has been approved, please meet with Megan Pritchard, CRIS training and Development Lead (megan.pritchard@slam.nhs.uk), to discuss your search strategy.

Project Follow-up requirements

To ensure our record keeping and audit processes are up to date we require an update on the status of your project every 6 months. Our nucleus administrator will contact the named researcher on your project application via email for a brief summary of activity. **Please note, that this is a condition of project approval**. Failure to respond to these requests may result in your project approval being withdrawn and removal of your access to CRIS.

Hot Desks

When it comes to conducting your data collection and analysis we have 6 hot desks available at the BRC Nucleus for CRIS users to book- the number of hot desks is sometimes increased during busy periods.

Please note. If you would like to use a hot desk for your C4C project, Computer 5 and 6 both have telephones which are available to help with your recruitment, if you would like to use the phones then please ensure that you book one of these PC's.

In order to book a hot desk please do the following:

1. Go to www.google.com/calendar and log in using the following details:

    Username: crisonlinebooking@gmail.com
    Password: Mapother

2. Select the day you would like to come in to work at the Nucleus, check that there is a computer available on that day, during the times you would like to come in

3. Click 'Create' and enter your name as the 'Event Title'

4. Enter the times that you will be using the hot desk

5. Under 'Calendar' using the drop down box select the hot desk that you would like to book

6. Click 'Save'

Out of Hours Working

The BRC Nucleus is open from 9am until 5pm, Monday- Friday, if you would like to work at the Nucleus outside of these hours you will need to ensure that you have a SLAM ID card with access to the Nucleus and Mapother House, a SLAM network account and access to the T: drive, CRIS, etc., as well as the Nucleus alarm code. To arrange out of hours access, please email the CRIS administrator (debbie.cummings@slam.nhs.uk). If you are the last person to leave the Nucleus you will need to ensure that the office is secured (all windows closed, lights turned off, heating off) and that the alarm is set.

CRIS Training

The team hold regular CRIS training, this is aimed at individuals who are starting projects and are beginners at using the CRIS front end; to attend the training session you must already have an approved CRIS project as you will have the opportunity to ask questions tailored to your specific project. If you are interested in attending training please email the CRIS administrator (debbie.cummings@slam.nhs.uk) who will let you know of any upcoming training sessions.

VPN Tokens

If you are based off site you may wish to apply for a VPN token so that you can access the SLAM Network through your personal computer. To apply for a VPN you will need to complete the following form on the SLAM Intranet which will need to be approved by your manager:

   \\achlys\shared\Published_IT_Documents\Application_Forms\Equipment\VPN_AccessC.pdf

There is an initial cost of £25 for a physical VPN token.

 In order to apply for a token you will need either a SLAM cost code or a purchase order from your university so that you can be invoiced for the cost. For further information about this please contact the SLAM IT admin team on admingroupIT@slam.nhs.uk.

Amendments to existing projects

If you would like to make an amendment to your existing approved CRIS project please email the CRIS administrator (debbie.cummings@slam.nhs.uk). Please be aware that if your amendment is significant it may need to be approved by the CRIS Oversight Committee.

Adding new researchers to my project

CRIS approval is project specific and not person specific so new researchers (staff or students) can be added to the project at any point- the only stipulation is that they must have a contract with SLAM

(please see Section 2). If you would like to add somebody to your project then please email the CRIS administrator (debbie.cummings@slam.nhs.uk) with the person's details.

5. DATA ANALYSIS TOOLS

The BRC Nucleus has a number of tools available for the analysis of CRIS data.

STATA

The Nucleus holds 5 concurrent STATA network licences for CRIS users on the Nucleus hot desks. STATA is accessed through the Terminal Server, to access it please do the following:

1. Double click the "SLAM RDP (Terminal Services)" icon on the desktop, if you do not have this icon then please go to Start > Programs > Accessories > 'Remote Desktop Connection' in the Computer box enter 10.16.32.183 and then click Connect.

2. Log in to the terminal server using your normal SLAM log in and password

3. Open up the folder "_Data Analysis Tools_" on the T: drive, this is usually around the top of the list (NB. You may need to Map the T: drive the first time you do this)

4. Double click the STATAMP 12 icon.

If you need to access STATA for your data analysis please email the CRIS administrator (debbie.cummings@slam.nhs.uk) who can have you added to the list of approved users.

SPSS

SPSS can be accessed through the terminal server, however please be aware that there is a cost to this. For more information please contact the CRIS administrator (debbie.cummings@slam.nhs.uk).

R

R is installed on all of the Nucleus hot desks. If you have any issues with accessing this please contact the CRIS administrator (debbie.cummings@slam.nhs.uk).

6. PUBLICATIONS

If any of your CRIS work results in publications please do let us know as we are always keen to hear about them. We do also list CRIS publications on our website which can be found at the following address:

http://brc.slam.nhs.uk/about/core-facilities/cris/cris-publications

If publications are produced the following entities need to be acknowledged as part of using CRIS:

> **"CRIS is supported by the NIHR Biomedical Research Centre for Mental Health BRC Nucleus at the South London and Maudsley NHS Foundation Trust and Institute of Psychiatry, Psychology and Neuroscience, King's College London jointly funded by the Guy's and St Thomas' Trustees and the South London and Maudsley Trustees."**

Qualitative Studies

If you intend to quote text from CRIS (whether for internal or external publication) in any of your output you must ensure that this first checked by the CRIS Oversight Committee. Please email the CRIS administrator (debbie.cummings@slam.nhs.uk) clearly stating the contents of the text and also the context of where the text will be used (i.e. presentation slide, journal article, other audit publications).

7. ADDITIONAL INFORMATION

Consent for Contact (C4C)

If you are using CRIS for recruitment purposes then please ensure you have read a copy of the C4C guidance notes which are available on the CRIS specific shared drive (T: drive) in the folder named '_CRIS Guidance_'.

If you would like further guidance for your C4C project then please email either the CRIS administrator (debbie.cummings@slam.nhs.uk) or Megan Pritchard, CRIS Training and Development Lead (megan.pritchard@slam.nhs.uk).

The CRIS Security Model

The CRIS security model is available to read on the T: drive in the '_CRIS Guidance_' folder, if you do not yet have access to the T: drive then please email the CRIS administrator (debbie.cummings@slam.nhs.uk) who can email you a copy.

SLAM IT

If you have any IT issues whilst working on your CRIS project in the BRC Nucleus then please contact the SLAM IT department helpdesk on 020 3228 8888.

CRIS Website

The CRIS website can be accessed at the following link:

http://brc.slam.nhs.uk/about/core-facilities/cris

On the website you can find out more information about the projects currently being conducted using CRIS, as well as publications that have resulted from CRIS and detailed information on the CRIS Linkages that have been conducted.

Disposal of data

Once your project has been completed, the CRIS team will store your dataset in a secure SLaM network location for a period of 10 years. During this time your data can still be accessed, please contact the nucleus administrator for more information. After 10 years data will be disposed of in accordance with the SLaM Confidential Waste Procedure and ICT Security Policy.