

**Study Title:** A self-development tool for CCG

**Investigator(s):** Professor Graeme Currie, Professor  
Tina Kiefer, Dr Yaru Chen

The research team would like to invite your CCG to participate in piloting our self-development tool. The self-development tool consists of a brief online survey aiming to help CCGs assess and improve their decision-making capability. The tool is part of a 4-year study funded by NIHR and is developed based on the results of an extensive qualitative study with 12 CCGs.

### **What is the purpose of the tool?**

The aim of the tool is to provide CCGs with information on their commission processes. CCGs will receive specific and detailed feedback on a number of vital aspects of the decision-making process. The feedback provides an evidence base for CCG to facilitate and improve their decision-making processes in a targeted way.

The tool focuses on how different parties in a commissioning process acquire and use knowledge and how they collaborate across partners to make decisions.

### **What are the possible benefits of taking part in the pilot study?**

There are a number of benefits for participating CCGs:

- Receiving information on your commissioning processes, in particular on how information for the commissioning decision-making is collected and used, and how partners interact to ensure the knowledge is acquired and shared.
- Identifying how the commission process is perceived from the perspectives of different stakeholders.
- Identify your CCG's specific strengths and potential areas of improvement
- Receiving tailored feedback from the research team in written form and the opportunity to discuss those results in a feedback session with the research team (only available to participants of the pilot study).

## **What is the tool about and what does it look like?**

The tool consists of an online survey that takes about 15 minutes to complete. The link will be sent by email and can be filled in with any web browser or on mobile devices and tablets.

Once the tool is launched officially, it will be made available to all CCGs to use free of charge. We will build an anonymous data base, which will provide statistical norms and benchmarks for CCGs to compare their scores to.

## **Who should participate?**

All individuals working directly for the CCG, as well as partners involved in the CCG are invited to participate.

The more individuals who complete the tool, the more detailed the feedback will be, providing a more valid evidence-base for the CCG to work with.

## **What happens with the collected data and is the data confidential?**

All data collected on your CCG and on all participating individuals during the course of the research will be kept **strictly confidential**. All electronic information will be password protected. Any information about participating CCGs will be anonymised.

The data gathered from this research project will be analysed generally in accordance with the aims of the study. The findings will be presented in a summarised and anonymised way through:

- Reports for the NIHR Health Services & Delivery Programme (HS & DR)
- Academic journal articles
- Feedbacks to participating CCGs

Participant and CCG anonymity will be maintained at all times during the dissemination of the research findings. Copies of these reports will be made available on request.