**CAHPR Regional Hub Requirements and Approval Process**

**Guidance for Prospective Hubs and Hub Leaders**

The aim of this guidance is to provide prospective new hubs and Hub Leaders with information about CAHPR, the expectations of approved hubs and Hub leaders and the process of obtaining approval, in order to help them achieve this status.

1. **Introduction to the CAHPR Network**

The vision of the CAHPR network is:

*“To facilitate Allied Health Professionals in generating, disseminating and implementing research, to promote evidence-informed practice and to improve clinical and cost effectiveness.”*

The CAHPR network consists of a number of regional hubs which span the UK. Currently (as of January 2017) there are a total of 21 active Hubs, further information about the hubs can be found here: <http://cahpr.csp.org.uk/regional-hubs-contacts>

Hubs can apply for approval from CAHPR, the benefits and expectation of approved hubs are outlined in sections 2 & 3 and the requirements and process for obtaining approval are outlined in sections 4 & 5

1. **Benefits of Hub Recognition**

Approved hubs and Hub Leaders can benefit from the following:

* Advice and support from the CAHPR support officer
* Access to CAHPR resources included on-line publications etc.
* Access to networking opportunities with other Hub Leaders around the UK through the biannual CAHPR Regional Hub Forum meetings
* Access to funding’s of up to £3,000 annually to support activities
* Able to contribute to AHPs voice on policy and strategy matters relating to research and evidence based practice via the CAHPR strategy committee
1. **Expectation of Approved Hubs**

To support the CAHPR network the following is expected of the hubs:

* To carry out activities in support of the aim and vision of the CAHPR network
* To represent their region at the biannual Regional Hub forum meetings
* To submit an evaluation and monitoring report annually
* To provide Hub feedback reports as required
* To maintain and keep a record of accounts
* To contribute to CAHPR activities as appropriate

Each hub is also expected to carry out activities in fulfilment of the aims of the CAHPR network as set out below.

The main aims of the network are to:

1. Build research capacity and capability within the Allied Health Professions, being cognisant of the wider range of groups within AHP research, and liaising with them as appropriate
2. Support the generation, dissemination and implementation of the evidence base within practice
3. Develop AHPs’ scientific knowledge base by nurturing research activity within and across the professions, including through collaboration
4. Facilitate AHP’s access to their evolving knowledge base, by providing opportunities for network for sharing, disseminating and critically appraising new research findings
5. Support implementation of the AHPs’ knowledge base, including through encouraging the critical application of research findings to service delivery and re-design, education and professional development
6. Increase individuals’ engagement with clinical academic career programmes
7. Strengthen AHPs’ research profile, including through fostering links with external stakeholders (including government departments and agencies, patient groups and research charities

**4. Requirements for approval**

Each Hub is expected to be led by a Hub Leader supported by a group of facilitators. Hubs can have more than one Leader, in this instance Hub Leaders will be referred to as Co-Leaders. Leaders are expected to meet the criteria as outlined below:

**4.1 Hub Leader Criteria**

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| **Area** | **Requirement** |
| Education | Doctorate level |
| Employment | Relevant practice or higher education setting |
| Motivation | Commitment to the aims of CAHPR (including involving all AHPs in hub) |
| Experience | Previous experience in leadership roles |
| Active engagement with clinicians, managers and academics |
| Current engagement in research |
| Publication record |
| Research funding grants awarded |
| Experience as a researcher |
| National and/or international profile |

Individuals who do not fulfil all the requirements of the Hub Leader post, but wish to lead a Hub, can apply to become an approved Co-facilitator of Hub. Co-facilitators must have a mentoring arrangement with another Hub Leader. Approval for this arrangement is made on a case by case basis by the CAHPR strategy committee group

**5. Obtaining Approval**

For a Hub to be formally recognised by the CAHPR the following must be submitted for approval to the CAHPR Support Officer: Katie Prangle (cahpr@csp.org.uk):

* A proposal for the hub outlining how they plan to fulfil the aims of the CAHPR network out lined in section 3
* A CV for the Hub Leader demonstrating how they meet the Hub Leader criteria out lined in section 4.1

These will then be reviewed by the CAHPR Director and Strategy Committee Chair for approval.