

POLICY DOCUMENT CONTROL SHEET

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Signature of Executive Sponsor	
Name / Job Title of Executive Sponsor of Ratifying Body:	Tom Hunt - PAW Committee
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VERSION CONTROL TABLE

Date of Issue	Version Number	Status
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TABLE OF REVISIONS

Date	Section	Revision	Author

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1 DOCUMENT SUMMARY / PROJECT / INTRODUCTION

The protection and exploitation of Intellectual Property (IP) is considered to be an important part of the commercial development of The Trust and as such, this Policy is intended to provide a clear and comprehensive IP guide for Members of The Trust.

The Trust wishes to actively identify and manage IP in order to ensure that IP owned by The Trust can be used to improve patient care and generate income for The Trust by means of exploitation. In some cases, it is necessary to protect this IP before it is exploited.

2 PURPOSE

This Policy provides information regarding the definition of IP, the identification of IP, the determination of ownership of IP and what The Trust will do in order to identify, protect and exploit its own IP.

2.1 Policy Objectives

This policy outlines the process to be followed when a member of staff employed by the trust develops an idea into something which may potentially be commercially viable, and defines the 'profit share' from any such development.

3 SCOPE

People working and studying within The County Durham and Darlington NHS Foundation Trust (The Trust) can often generate valuable IP. This can arise from research activities, occupational activities and other types of work carried out by the group comprising the following ("Members of The Trust"): -

- (i) Students, both part time and full time, working within The Trust but not employed by The Trust ("Non-Trust Employees");
- (ii) Students, both part time and full time, employed by The Trust ("Trust Employees");
- (iii) Clinical staff, both part time and full time, employed by The Trust ("Trust Employees");
- (iv) Clinical staff, both part time and full time, working within The Trust but not employed by The Trust ("Non-Trust Employees");
- (v) Research staff, both part time and full time, employed by The Trust ("Trust Employees");
- (vi) Research staff, both part time and full time, working within The Trust but not employed by The Trust ("Non-Trust Employees");
- (vii) Non-clinical staff, both part time and full time, employed by The Trust ("Trust Employees"); and
- (viii) Non-clinical staff, both part time and full time, working within The Trust but not employed by The Trust ("Non-Trust Employees").

including people who used to be Members of The Trust, but are no longer Members of The Trust, as appropriate.

This policy will be used to review any prior existing IPR arrangements with the objective of aligning previous agreements on IPR to the principles and requirements of this policy

4 DUTIES

Detail the responsibilities of the specific individuals or groups of people involved with:

- Defining the Procedural Document;
- Approving the Procedural Document;
- Using or following the Procedural Document (This should include a statement on who the policy or guidance applies to);
- Monitoring compliance and Key Performance Indicators

5 MAIN CONTENT OF POLICY

Introduction to IP

IP is a form of property derived from human intellect and expertise and it is often created as a consequence of the work or study undertaken by Members of The Trust, whilst working at The Trust.

It is to be appreciated that the work or study referred to above, undertaken whilst Members of The Trust are working at The Trust, is not necessarily limited to work carried out whilst the Members of The Trust are physically present at The Trust and can also include work carried out at a different physical location whilst the Members of The Trust are working at The Trust.

Intellectual Property Rights (IPR) are the rights that protect IP from third party abuse and they can have a commercial value. They may be exploited for the benefit of The Trust without in any way compromising any commitment to the free dissemination of ideas.

Types of IPR include: - patents; copyright; unregistered design rights; registered design rights; and trade-marks. The Trust wishes to encourage the initiative of Members of The Trust in the creation of IP, and in the identification and exploitation of innovation.

Patents, trade-marks and registered designs need to be formally registered with the UK Intellectual Property Office in order for IPR to be protected. Patents, trade-marks and registered designs are protected from the date upon which they are granted by The UK Intellectual Property Office until their expiry.

Unlike patents, trade-marks and registered designs, copyright and unregistered design rights arise automatically, without the requirement for formal registration. Notwithstanding this, it is advisable to label all copyright works (including material on the internet) with, for example, "Copyright © [Year of creation] The County Durham and Darlington NHS Foundation Trust, All Rights Reserved".

Ownership of IP

It is common for the inventor / author / creator to own the IP associated their work. However, this position can be changed by a number of factors, in particular IP generated during employment.

For Members of The Trust generating IP as a result of their work or study whilst working at The Trust, the legal position in terms of ownership of that IP is to be decided on a case by case basis and in accordance with Section 39 of The UK Patents Act 1977 (as amended), The Copyrights Designs and Patents Act 1988 and The Registered Designs Act 1949, as appropriate, according to the type of IP generated.

However, by means of example, it is often the case that IP created by Trust Employees whilst they are employed by The Trust is owned in the first instance by The Trust. In order to decide whether IP generated by a Trust Employee whilst they are employed by The Trust is owned by The Trust, a number of criteria are taken into consideration, such as, whether or not the IP was generated in the course of their normal duties, whether or not they had a special obligation to further the interests of The Trust, and whether the IP was as a result of duties specifically assigned to them.

There is legal case law for helping to decide who owns IP created by Trust Employees in their 'spare time' where it relates to the work for which that person is employed.

Accordingly, Members of The Trust should not assume that they are the first owners of that IP and should instead seek advice from the Trusts Innovations Team, who will seek advice from NHS Innovations North.

Although it is common for IP generated by Trust Employees to be owned by The Trust, this is not always the case. For example, where work, such as research, is carried out on behalf of a sponsor, the contract with the sponsor may provide that the IP associated with the results will be owned by the sponsor. It is the policy of The Trust that, wherever possible, contracts undertaken by Trust Employees should clarify that first ownership of IP generated by Trust Employees in the course of their employment should in the first instance subsist wholly (or partly) with The Trust, and Trust Employees must take account of this when discussing proposals with sponsors, and should take advice from NHS Innovations North via the Trust's Innovations Team before concluding any negotiations.

During in the time in which agency staff work for the Trust, they will be considered as employees of the Trust for the purposes of defining ownership of IP.

Conversely, IP can belong to more than one legal entity (for example, The Trust and a Member of The Trust or The Trust and a sponsor) if the IP was generated as a result of collaborative effort between parties. Whilst in reality, joint first ownership of IP can sometimes be the case, it can make exploitation more complicated and should not be considered lightly in any negotiations with sponsors etc. It is worth remembering that, where a piece of research for example, is carried out collaboratively, there may be separate items of IP generated as a result of that work as a whole, as opposed to shared rights in a single item of IP.

In view of the above, it is therefore important that Members of The Trust disclose all IP generated as a result of their work or study whilst working or studying at The Trust in

accordance with the section below on 'Disclosure' and seek advice as appropriate from external advisors as required via the Trust Innovations Team.

Trust IP Assessment Panel

There shall be a Trust IP Assessment Panel established by The Trust for the purpose of reviewing and assessing IP and/or opportunities for commercialisation of IP presented to The Trust by a Member of The Trust, which IP may be owned either solely or jointly by The Trust, or by a Member of The Trust. The Trust Assessment Panel will also make the decision as regards whether to subsequently assign or license any IP owned by The Trust, to a third party.

Disclosure
Trust Employees have a duty to disclose all IP (inventions, new technologies etc.) that they think they may have generated as a result of their work or study at The Trust, to The Trust in order to enable The Trust to determine whether The Trust either wholly or partly owns the IP and determine whether an opportunity for suitable protection and/or commercialisation of that IP exists.

Disclosure in the first instance should be made to the Trust Innovations Team.

The disclosure should be made as soon as possible after the Trust Employee becomes aware that IP may have been created as a result of their work or study at The Trust, in order to ensure that an adequate period, normally one month, exists for obtaining protection, if deemed to be appropriate. The disclosure should be made via the Intellectual Property Disclosure Form which can be obtained from the Trust Innovations Team, an example of which is provided in Appendix C.

Members of The Trust have a duty to ensure that the IP does not become publicly disclosed (through written publication or presentation at a conference or meeting, for example) before a decision has been made and actioned by The Trust regarding the appropriate means of protection of that IP. This is to ensure that the ability to validly protect the IP is not lost. For example, in the case of an invention, publication of details of the invention must not occur before a decision is made regarding whether or not a patent application is appropriate and further, must not occur before subsequently filing that patent application, if deemed to be appropriate. To do so could result in the loss of the ability to obtain a valid patent directed towards the invention. The Trust will ensure that appropriate protection is applied for, using the Trusts external advisors as required. Application for IPR will normally be complete within 2 weeks from date of registration and copyright applications can be completed within 3 working days.

Protection of Intellectual Property (IP)
Once in receipt of a Disclosure, the Trust IP Assessment Panel in conjunction with the Trusts external specialist advisers shall as soon as is reasonably practicable, make an initial assessment of whether The Trust owns the IP, either solely or jointly.

If it is ascertained that The Trust owns the IP, either solely or jointly, then the IP will be commercially assessed in order to determine whether a route to exploitation for the benefit of The Trust (and the inventor(s) as appropriate) exists. The Trusts external specialist advisers

will then assess the IP in more detail and will determine, where appropriate, whether it wishes to protect that IP on behalf of The Trust. Again is this a service that has been procured? For what period? With what cost / specification? The Trust Employee who has generated the IP may be asked to liaise with the Trust IP Assessment Panel in order to provide further explanation of the IP.

The decision of the Trust IP Assessment Panel as regards whether to protect the IP will be based upon a number of contributing factors, including, but not limited to, the following: -

1. Searching of patent prior art, including published patent applications/patents;
2. Searching of products already on the market;
3. Peer reviewing under confidentiality, with experts in the relevant field;
4. An analysis of the likely market size; and
5. A forecast of the likely revenue which would be generated.

Should the Trust IP Assessment Panel decide that The Trust solely owns the IP, and moreover that they wish to protect the IP (where a formal IP registration process exists), the cost of such protection, for example the filing of an initial United Kingdom patent application, will be met by The Trust until such time as it is agreed that IP registration costs will be undertaken by a third party (for example in the event that the IP is licensed to an external company or a decision is taken against such exploitation). Further protection of the IP will be considered within the context of the exploitation plan and The Trust will expect the ongoing cost of protection to be a factor in the model of exploitation. The Trust employee will be notified of the decision of the Trust and, where appropriate, an application for protection of the IP will be instructed.

It is to be appreciated that, should the Trust IP Assessment Panel decide that the cost of IP protection will be initially met by The Trust, and as a result, agree to meet the cost of initial filing (for example the filing of a United Kingdom patent application), they do not necessarily agree to meet any further costs associated with IP protection, for example, the filing of an International patent application. If The Trust decides not to exploit the IP for any reason whatsoever, then the Trust Employee will be informed of this decision within 12 months of disclosure of the IP to The Trust, where possible, or if not then as soon as is practicable thereafter. The Trust Employee will then be provided with the opportunity to do so by means of the execution of an assignment of the IP from The Trust to that Trust Employee. Such assignment shall not be unreasonably withheld.

If, after the initial assessment of the IP by The Trust, it is deemed that the Trust Employee is in fact the sole owner of the IP generated as a result of their work or study at The Trust, it is to be appreciated that, if the Trust Employee approaches The Trust with a view to entering into discussions regarding the possible assignment of the IP to The Trust, then The Trust will assess the IP in advance of making a decision as to whether they wish the IP to be assigned to them, but they will make no definitive commitment that they will subsequently exploit the IP. The Trust reserves the right to require a financial contribution towards the protection of

the IP assigned to them by the Trust Employee, legal costs and marketing costs, from the Trust Employee, by means of a condition of assignment.

Moreover, in the event that The Trust subsequently decides not to exploit the IP assigned to them by the Trust Employee for any reason whatsoever, then the Trust Employee will be informed of this decision within 12 months of assignment of the IP to The Trust, where possible, or if not then as soon as is practicable thereafter. The Trust Employee will then be provided with the opportunity to exploit the IP by means of the execution of an assignment of the IP from The Trust back to that Trust Employee. Such assignment shall not be unreasonably withheld.

If, after the initial assessment of the IP by The Trust, it is deemed that the IP is in fact jointly owned by the Trust Employee and The Trust, the Trust Employee will be required to contribute to the costs associated with the protection of the IP. In the event that The Trust Employee does not wish to contribute to these costs, then they may assign their share of the IP to The Trust, if The Trust is prepared to accept such an assignment, whereupon The Trust will undertake the costs associated with the protection of the IP. The Member of The Trust will then be entitled to benefit from the scheme for sharing the proceeds of exploitation as set out later in this Policy.

In the case where The Trust jointly owns the IP associated with work or study by a Trust Employee, with the Trust Employee, and it is decided to jointly exploit the IP, then there will be specific agreements drawn up on a case by case basis regarding the sharing of any revenue generated as a result of that IP.

Opportunities for Exploitation

A number of opportunities can exist for the exploitation of suitable IP, including, but not limited to: -

- Licensing – the sole or joint owners of the IP granting a third party the right to use that IP in exchange for a license fee and/or royalties;
 - Outright sale of the IP by means of an assignment, with an associated signing fee and/or royalties;
 - Setting up of a Spin-Out* Company or other appropriate vehicle
- * The general definition of a 'Spin-Out' is when a division of a company or organisation becomes an independent business.

A central register of all exploitation opportunities will be held by the Trust Innovations Team.

Members of The Trust should notify all opportunities for commercialisation of IP solely or jointly owned by The Trust, including opportunities for the formation of a Spin-Out Company, to the Trust Innovations Team in writing. A summary of the opportunity should be provided to enable the Trust IP Assessment Panel to undertake an initial evaluation and assessment of the opportunity. The summary should include a description of the opportunity including any IP involved, any investment or funding requirement, availability of funding, anticipated

time to realisation, likely outcome for The Trust (and inventors as appropriate) and any other relevant factors. A summary template can be obtained from the Trust Innovations Team.

The Trust will support the development of commercial opportunities identified by Members of The Trust, but are also tasked themselves with identifying such opportunities to exploit IP solely or jointly owned by The Trust.

Within 10 working days of receipt of the commercial opportunity, where possible, or if not then as soon as reasonably practicable thereafter, the Trust IP Assessment Panel will provide a written response to The Member of The Trust indicating whether The Trust will explore the opportunity further.

Following a positive evaluation and assessment, the Trust Innovations Team will place the opportunity on the agenda of the next available meeting of the Trust IP Assessment Panel to discuss the commercial opportunity in more detail.

The Trust IP Assessment Panel will undertake a balanced assessment of the commercial opportunity and associated risks along with the possible exit strategy (as appropriate) to determine if the proposal can proceed and/or to make any additional recommendations, conditions or impose any further constraints.

All decisions of the Trust IP Assessment Panel are documented and retained by the Trust Innovations Team. The Member of The Trust will be notified of the decision of the Trust IP Assessment Panel within 48 hours, where possible, or if not then as soon as reasonably practicable thereafter.

Infringement of Third Party IP

In the event that a Member of The Trust wishes to use IP belonging to a third party, such as copyright works, registered designs or a registered trade mark, on any Trust related marketing or educational material such as leaflets, booklets or presentations, they are required to first contact the third party owner of that IP to obtain their permission to use the IP, before using the IP.

In the event that a Member of The Trust develops any branding materials, for example, logos, for use in connection with their work or study at The Trust, for example, on leaflets, booklets or presentations, they are required to first contact the Trust Innovations Team before using the branding materials, so that checks can be facilitated to at least minimise the risk of infringing IP belonging to a third party.

Sharing of Proceeds of Commercial Exploitation

The Trust wishes to encourage the successful exploitation of IP and so provides incentives to Trust Employees.

Unless otherwise agreed, or where an alternative suggestion has been rejected, the following scheme for sharing of proceeds may apply, with a decision in this connection being made on a case by case basis.

Any royalties that arise from the exploitation of IP owned by The Trust (after the deduction of expenses and fees directly incurred by The Trust, for example, the protection of the IP associated with the invention, legal fees, marketing, business advice, administrative costs, finance costs and/or the setting up of a Spin-Out Company) will be apportioned between the Trust Employee whose work or study whilst at The Trust resulted in the generation of the IP, and The Trust, in accordance with the sliding scale set out below. The values stated are cumulative values. There are two scales, one for all Trust Employees except research staff and the second for Trust Employees who are research staff. Where there is more than one Trust Employee whose work or study whilst at The Trust resulted in the generation of the IP, that portion of the income share applicable to Trust Employees will be apportioned between them on an equal basis, unless there is a specific agreement to the contrary.

All Trust Employees except research staff

Revenue from Exploitation	Inventor(s)	Trust	Department
first £20,000	60%	30%	10%
next £80,000	50%	40%	10%
next £150,000	40%	50%	10%
thereafter	30%	60%	10%

All Trust Employees who are research staff (in the case of an individual this will normally be the Chief Investigator who wrote the study. Where the idea comes from a team member during a phase in the study, the Trust will facilitate discussion to identify whether IPR rests with an individual or a team. The decision of the Trust will be final.)

Revenue from Exploitation	Inventor(s)	Trust	Department
first £20,000	30%	65%	5%
next £80,000	30%	65%	5%
next £150,000	20%	75%	5%
thereafter	10%	85%	5%

6 DEFINITIONS

6.1 Glossary of Terms Used

Intellectual Property (IP) - IP refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce. IP is protected in law by, for example, patents, copyright and trademarks, which enable people to earn recognition or financial benefit from what they invent or create. By striking the right balance between the interests of innovators and the wider public interest, the IP system aims to foster an environment in which creativity and innovation can flourish.

Intellectual Property Rights (IPR) - IPR results from the expression of an idea. So IP might be a brand, an invention, a design, a song or another intellectual creation and IP can be owned, bought and sold. IPR is the legal protection afforded to the owners of IP enabling them to benefit from their creation.

Copyright - Copyright protects many types of work, from music and lyrics to photographs and knitting patterns.

7 DISSEMINATION ARRANGEMENTS

The policy applies to all Trust and Non-Trust Employees who work or study with County Durham and Darlington NHS Foundation Trust and includes the development of innovations after leaving the Trust which is based on work or study carried out during their employment with the Trust.

8 MONITORING

8.1 Key Performance Indicators

The Business Development Team in the Commercial Directorate will maintain a list of all new innovations proposed by staff and will maintain the link between CDDFT and NHS Innovations North. A printed record and report will be sent to Planning and Operational Performance Group (POPG) on a monthly basis.

Members of the Finance Directorate will submit a report regarding income from innovations at the end of each month, and forward this to the Business Development for inclusion in the above report.

8.2 Compliance and Effectiveness Monitoring

Monitoring Criterion	Maintenance of records of each innovation and resulting income
Who will perform the monitoring?	Business Development Team and Finance Directorate

What are you monitoring?	The number and effectiveness of innovations proposed by staff members
When will the monitoring be performed?	Monthly
How are you going to monitor?	Progress report of each innovation and record Trust income from commercial innovations
What will happen if any shortfalls are identified?	These will be reported to the Commercial Director who will review and take appropriate corrective action
Where will the results of the monitoring be reported?	Monthly report to POPG
How will the resulting action plan be progressed and monitored?	As part of the monitoring process
How will learning take place?	As part of the monitoring process, disseminated across the Trust via StaffNet

9 REFERENCES

- Patents Act 1977
- Patents Act 2004
- Trade Marks Act 1994 (and amendments)
- Registered Designs Act 1949

10 ASSOCIATED DOCUMENTATION

This policy refers to the following CDDFT Trust policies and procedures:

- None

This Policy is referenced from the following CDDFT Trust policies and procedures:

- None

This Policy refers to the following guidance, including national and international standards:

- None

11 APPENDICES

Insert Appendices here; including but not limited to:

Appendix A – Equality Impact Assessment

Appendix B – Ratification Process Checklist

Appendix C – Innovation Proposal Form

Appendix D – Outline Innovations process

Appendix E – Process for identifying IP and IPR

Equality Analysis / Impact Assessment

EAIA Assessment Form

v3/2013

Division/Department:

Commercial Directorate
Business Development Team

Title of policy, procedure, decision, project, function or service:

Trust policy on Intellectual Property Rights and exploitation of IP

Lead person responsible:

David Jubb

People involved with completing this:

Ian Dove
Emma Gee
Ian Briggs

Type of policy, procedure, decision, project, function or service:

Existing

New/proposed

Changed

Date Completed:

14th July 2014



Step 1 – Scoping your analysis

What is the aim of your policy, procedure, project, decision, function or service and how does it relate to equality?

The aim of the policy is to encourage innovations for Trust employees, including teams, protect resulting Intellectual Property Rights and enable employees to share in the benefits of commercialization. The policy applies equally to all employees of the Trust.

Who is the policy, procedure, project, decision, function or service going to benefit and how?

The policy will protect the rights of the employee in relation to their innovation, and benefit both the employee or team responsible for the innovation, and the Trust.

What barriers are there to achieving these outcomes?

Innovations must be open to commercialisation and sale to other NHS trusts and commercial bodies.

How will you put your policy, procedure, project, decision, function or service into practice?

The policy will be a keystone of the Trust's Innovations strategy in which new innovations are encouraged, and employees and the Trust can share in any rewards resulting from commercialisation.

Does this policy link, align or conflict with any other policy, procedure, project, decision, function or service?

No

Step 2 – Collecting your information

What existing information / data do you have?

This should be all the evidence you intend to use to support the judgments you have made regarding if there is any impact on any of the protected groups in section 3. (See Guidance notes)

Who have you consulted with?

In the development of this policy the Trust has consulted with NHS Innovations North.

What are the gaps and how do you plan to collect what is missing?

The policy has been developed in conjunction with the IP protection legal team at NHS Innovations North, and we are not aware of any gaps.

Step 3 – What is the impact?

Using the information from Step 2 explain if there is an impact or potential for impact on staff or people in the community with characteristics protected under the Equality Act 2010?

Ethnicity or Race

No impact

Sex/Gender

No impact

Age

No impact

Disability

No impact

Religion or Belief

No impact

Sexual Orientation

No impact

Marriage and Civil Partnership (applies to workforce issues only)

No impact

Pregnancy and Maternity

No impact

Gender Reassignment

No impact

Other socially excluded groups or communities e.g. rural community, socially excluded, carers, areas of deprivation, low literacy skills etc.

No impact

Step 4 – What are the differences?

Are any groups affected in a different way to others as a result of the policy, procedure, project, decision, function or service?

No

Does your policy, procedure, project, decision, function or service discriminate against anyone with characteristics protected under the Equality Act 2010?

Yes No

If yes, explain the justification for this. If it cannot be justified, how are you going to change it to remove or mitigate the affect?

N/A

Step 5 – Make a decision based on steps 2 - 4

If you are in a position to introduce the policy, procedure, project, decision, function or service? Clearly show how this has been decided.

The need for the Trust to encourage innovation has never been more important, and the policy is fundamental to this process. It will deliver new inventions and processes which will deliver improved patient care and rewards for both our staff and for the Trust.

If you are in a position to introduce the policy, procedure, project, decision, function or service, but still have information to collect, changes to make or actions to complete to ensure all people affected have been covered please list:

N/A

How are you going to monitor this policy, procedure, project or service, how often and who will be responsible?

The effects of the policy will be measured by the Trust Innovations Team, who will record all innovations together with related income for those suitable for commercialisation.

Step 6 – Completion and central collation

Once completed this Equality Analysis form must be forwarded to Jillian Wilkins, Equality and Diversity Lead. jillian.wilkins@cddft.nhs.uk and must be attached to any documentation to which it relates.

APPENDIX B

Document Title	Policy for Intellectual Property and Exploitation of IP			
Document Owner	Ian Dove			
Approving Sub-Committee	Planning and Workforce Committee			
Compliance Checks	Document Owner to Complete		Level 3 Sub-Committee to Complete	
	Yes / No	Details	Comments	Action Needed
Has the Document been consulted upon? (Please detail stakeholders that have been consulted)	No			
Has the Document been reviewed by a sub-group of the relevant Approving Committee? (If so, please specify the sub-group/s here and confirm the date the Document was endorsed by this Group.	No			
Why has this Document been amended? i.e. full review, particular section etc. What has been amended?		Not applicable		
Has the Document Owner been identified?	Yes			
Has the date of the Approving Sub-committee meeting to which the document has been submitted for approval been specified?	No			
Has the Ratification Committee been correctly identified?	Yes			
Has the Originating Directorate been noted?	Yes			
Has the scope of the document been identified?	Yes			
Has the date the Document will next be reviewed been noted? (If less than the standard 3 years, please provide an explanation why)	No			
Has the monitoring table been correctly completed?	No			
Has the Equality Impact Assessment been completed? If not, please explain why	Yes			
Has the Document been assessed as to whether its circulation should be restricted / unrestricted? If so, the outcome of this assessment should be noted on the front sheet.	Yes			
How will the Document be disseminated? (e.g. publication on StaffNet, Trust-wide bulletin etc.)		Publication on StaffNet		
Has the need to read section been completed and agreed	No			
Name a representative to be present at Ratification Committee for to respond to any questions				
Date of committee meeting				
Chair Name				
Chair's Approval Signiture				

APPENDIX C

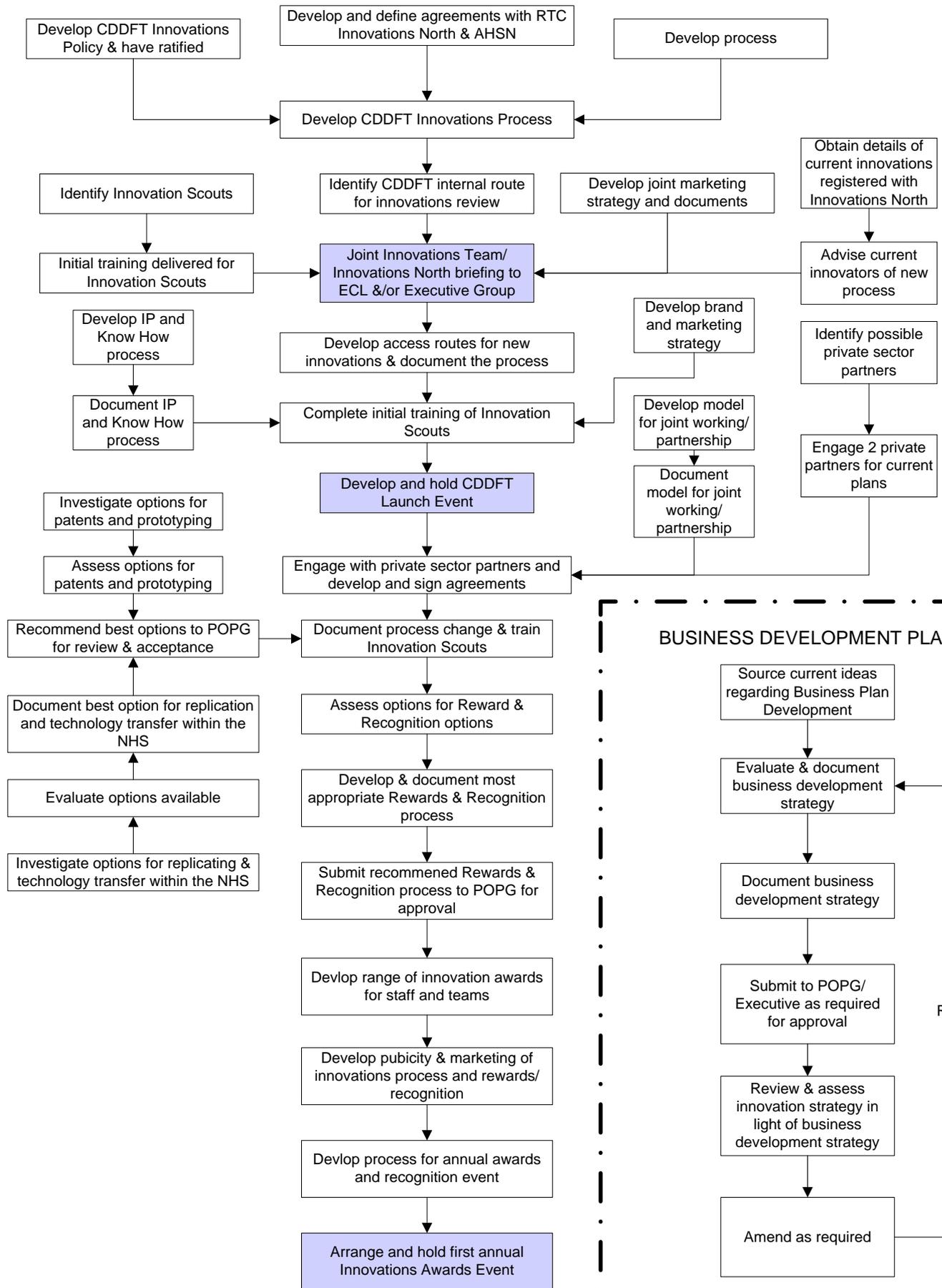
INNOVATION PROPOSAL

CDDFT INNOVATION REGISTRATION			
APPLICANT DETAILS			
Name			
E-Mail address			
Telephone Contact Number			
Care Group			
Position			
Employer			
Registration submitted by	An individual	<i>(Please give brief details)</i>	
	A Team	<i>(Please give brief details)</i>	
	An organisation	<i>(Please give brief details)</i>	
	A partnership	<i>(Please give brief details)</i>	
BRIEF DETAILS OF THE INNOVATION			
Project Title			
Project outline (max 200 words)			
Current stage of the project	Early stage	Idea	Y/N
		Invention	Y/N
		Design	Y/N
		Initial Assessment	Y/N
		Proof of concept	Y/N
	Late stage	Demonstration	Y/N
		Development	Y/N
		Evaluation	Y/N
		Adoption	Y/N
		Implementation	Y/N
Diffusion	Y/N		
Explain why the innovation is at this stage (Max 100 words)			
Is your innovation a -		Product	Y/N
		Service	Y/N
		Both	Y/N
Describe the current situation and explain why a solution is required (Max 200 words)			

Describe how the project is new and has the potential to deliver radical innovation that transform service quickly (Max 200 words)	
Summarise any evidence on which your project is based (Max 200 words)	
Explain how the project aligns with the strategic fit of the organisation (Max 200 words)	
Implementation plan and timeline (Max 200 words)	
Measurement and impact (Max 200 words) <i>(Outline the <u>measurable</u> impact of the project in terms of quality, productivity, and prevention and who will directly benefit from the impact)</i>	
Describe your (or your teams) ability to deliver the project (Max 200 words)	
Identify any risks associated with the delivery of the project and how these will be managed (max 200 words)	
Explain the potential of your product for replication, adaptation or adoption both regionally and nationally (Max 200 words)	
Sustainability Explain how the project will be funded in terms of recurring expenditure (Max 200 words)	
Explain how you will identify and involve key stakeholders. This may include the formation of a project steering group. (Max 200 words)	
FUNDING AND OTHER RESOURCE REQUIREMENTS	
Is additional funding required to deliver the project, and, if so, how much (Max 200 words)	
Estimated Return on investment (ROI) (Max 200 words)	

<p>Other support needs – Describe any other support you feel that you need (e.g. business case development, evaluation, specialist expertise) (Max 200 words)</p>	
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INNOVATIONS DEVELOPMENT



APPENDIX E

