

## Impact of electronic clinical decision support tools on GP workload: a nested study within the [ERICA trial](#)

*ERICA: a pragmatic cluster randomised controlled trial assessing the clinical effectiveness and cost-effectiveness of Electronic Risk-assessment for Cancer for patients in general practice*

### GP and Practice Manager advisory group Terms of Reference Version 0.1

#### 1. Purpose of group

- To provide insight, feedback, and support at all stages of the research project
- To provide advice on engagement with stakeholders and policymakers
- To provide advice and facilitate findings being promoted in the appropriate places
- To make a valued contribution to the understanding of GP workload implications associated with using electronic clinical decision support (eCDS) tools in general practice

#### 2. Membership

- The core group will consist of no fewer than 4 and no more than 8 members, who will be asked to attend a maximum of 4 meetings over 2 years. There will also be a group of associate members (no limit on numbers) who are willing to provide advice on aspects of this research
- Members will be involved in the delivery of healthcare in general practice, either as a GP or a practice manager, with a focus on those interested in GP workload and workforce issues and/or the use of digital technologies in general practice. Members will be recruited from across England, and from a mix of rural and urban areas

#### 3. Support

- The group will be convened by the study lead, Emily Fletcher, with an initial meeting to give background to the research and to outline the key tasks the group will be asked undertake.
- Members will be offered the opportunity to contribute as authors on study outputs (e.g., publications)
- Any travel and/or digital access expenses will be paid to enable members to join meetings

#### 4. Ways of working

- The advisory group will work in accordance with the [NIHR National Standards for Public Involvement](#)
- There will be a total of up to 4 meetings (2 per year), most likely to be held virtually via MS Teams. Emily will communicate with members to enable ongoing consultation and progress updates. There may be an opportunity for a face-to-face event towards the end of the research period (depending on Covid-19 restrictions and group preferences)
- Emily will work with members to set the agenda for each meeting; then share draft minutes from each meeting within two weeks
- Emily will communicate with members, so that the group is working with up-to-date information and receives feedback about how its advice has been taken on board
- All discussions within the group will remain confidential, and will not be shared unless discussed and agreed within the group

#### 5. Declarations of interest

- Advisory group members will be asked to disclose any potential and actual conflicts of interest, and ensure such conflicts are managed in adherence with their organisations' disclosure of interests' policies