

THE INTERNAL REVIEW

carried out by **Polish Mother's Memorial Hospital- Research Institute (PMMH-RI)** includes:

- overview of Polish Mother's Memorial Hospital – Research Institute's strengths and weaknesses under the four thematic areas of the Charter and Code at the Institute
- specific and satisfactory progress since the initial assessment
- current status of the implemented actions under the Charter and Code as well as future actions
- overview of the implementation process of HRS4R Action Plan and the Charter and Code



Lodz, 2018

TEMPLATE 3: INTERNAL REVIEW

Name Organisation under review: Polish Mother's Memorial Hospital – Research Institute

Organisation's contact details: +48 42 371 16 06

Web-link to published version of organisation's HR Strategy and Action Plan:

http://www.iczmp.edu.pl/?page_id=24934&lang=en

SUBMISSION DATE TO THE EUROPEAN COMMISSION: April 12, 2018

1. ORGANISATIONAL INFORMATION

STAFF & STUDENTS (figures for March 13, 2018)	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research	60
- Of whom are international (i.e. foreign nationality)	1
- Of whom are externally funded (i.e. for whom the organisation is host organisation)	0
- Of whom are women	26
- Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.	30
- Of whom are stage R2 = in most organisations corresponding with postdoctoral level	19
- Of whom are stage R1 = in most organisations corresponding with doctoral level	10
Total number of students (if relevant)	0
Total number of staff (including management, administrative, teaching and research staff)	178
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	3 961 212
Annual organisational direct government funding (block funding, used for teaching, research, infrastructure,...)	1 617 835
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	2 042 450

Annual funding from private, non-government sources, designated for research	300 927
ORGANISATIONAL PROFILE	
<p>Polish Mother’s Memorial Hospital-Research Institute (PMMH-RI) is a leading reference center (third degree) in the field of obstetrics, gynecology and pediatrics, which conducts scientific research and provides specialized medical services for the residents of the Lodzkie Region and newcomers throughout the country. Distinguished team of medical specialists decide about the diagnostic, therapeutic and scientific potential of the Institute. Student Research Association gathers young biologists, chemists and MDs with passion for capacity building activities and research development. The educational potential of the Institute encompasses vast area of medicine and life sciences: reproductive endocrinology and gynecology, obstetrics, through fetal disorders and pediatrics and pathology.</p>	

2. NARRATIVE

The actions described in the Internal Gap Analysis and Action Plan have been presented in the point 3 below. The following information contains strengths and weaknesses under the 4 thematic areas of the Charter and Code:

- **What actions should be developed?**
 - development of existing research infrastructure, especially in the scope of research on pathogenesis, diagnostics, therapy and diseases such as: fetal defects and disorders, cancer diseases, neurodegenerative diseases, metabolic diseases and cardiovascular diseases,
 - creating new possibilities of gaining new knowledge and skills for medical staff, necessary to carry out research with the use of advanced research methods in foreign institutions.
- **What should be changed/needs change?**
 - the need to summarize the guidelines facilitating the compliance analysis with regulations and applicable provisions at PMMH-RI (Open, Transparent and Merit-Based Recruitment Policy),
 - awareness-building on the requirements for institutions having the European award HR Excellence in Research through dissemination of information, among employees and management, on the general summary of Polish institutions having the European award HR Excellence in Research.
- **How are we progressing?**
 - within the overhaul (2011-2017) PMMH-RI developed new science laboratories and have been equipped with the research apparatus and thus new opportunities to conduct new research have been created,
 - science laboratory at the Department of Diagnostic Imaging has been equipped with software cooperating with the magnetic resonance 3T, thereby creating possibilities to conduct research demanding deeper diagnostics (the investment represents Large Research Infrastructure),

- the employment of new scientific and engineering and technical employees to conduct research in new area.
- **Key issues and solutions affecting the HRS4R process:**
 - obtaining funds for creation and equipment of new scientific laboratories,
 - obtaining funds for Large Research Infrastructure,
 - creation of Promotion and PMMH-RI's Development Office.
- **Actions for the implementation within the next three years:**
 - due to Large Research Infrastructure- development of research on the following areas: pathogenesis, diagnostics, therapy and diseases such as: fetal defects and disorders, cancer diseases, neurodegenerative diseases, metabolic diseases and cardiovascular diseases,
 - creation of document (checklist) summarizing an Open, Transparent and Merit-Based Recruitment Policy,
 - awareness-building among researchers and administrative employees on the HRS4R process.

3. ACTIONS

Title action	Timing	Responsible Unit	Indicator(s)/Target	Current status
<p>1. Research Freedom- encouraging researchers to publish in international medical journals</p> <p style="text-align: center;">↓</p> <p>The rules of scoring system of research papers promoting publication in high-ranked journals (Uchwała Rady Naukowej z dnia 25.02.2015, Scientific Council Act of 25.02.2015) is available on internal server of the Institute with rankings of scientific achievements. Scoring system of research papers has the influence on the remuneration of researcher.</p>	Since 2015	Department of Scientific Information and Scientific Council	Once a year	Continuation

2. Research Freedom- series of scientific meetings of the Association of Scientists.	Since April 2016	Departments from which the speaker has the lecture	2016 (from April): 7 meetings 2017: 10 meetings 2018: 5 meetings	Completed and will be continued
3. Professional attitude- progress reports: ↓ In internal projects- the obligation to submit semi-annual and annual report	Twice a year	Preparation by researchers, documentation keeping: Department of Science and Research Collaboration	Monitoring of the substantive and financial progress	Continuation
4. Contractual and legal obligations- organization of additional, obligatory meetings on current internal and external research projects and information on internal scientific regulations.	Since April 2016	Department of Science and Research Collaboration	2016 (from April): 2 meetings 2017: 3 meetings 2018: 1 meetings	Completed and will be continued
5. Accountability- separate researchers' accounts ↓ is being implemented	Action has been launched in December 2017 and will be implemented till the end of 2018	Department of Scientific Information	Creation of individual accounts integrated with the Web of Science Platform for all the research papers	In preparation
6. Accountability- creating a list of equipment necessary for the implementation of research and decision making regarding the purchase procedure	Once a year with the option to amend it	Documentation keeping: Department of Science and Research Collaboration, purchase procedure: Public Procurement and Department of Supply	Rational decision making	Continuation
7. Good practice in research- training on safe work practices, especially personal data protection (change in the mode	The action will be implemented till the middle of 2018	Information Security Administrator	Update of information according to the needs	In preparation

of training into online version)				
8. Dissemination, exploitation of results -establishing of principles of public access of EXPERTUS (database of scientific achievements)	The action will be implemented in 2019	IT Department, Department of Scientific Information	Publishing of the Institute's achievements	In preparation
9. Evaluation/appraisal system -procedure of the scoring system applied in the evaluation of researchers (adjusted to the requirements of parametrization conducted by the Ministry of Science and Higher Education	The action will be implemented in 2019	Scientific Council and Department of Science and Research Collaboration	Making scientists aware of the areas of action and preparation to the next parametrization	In preparation
10. Research environment -registration on Polish and/or European Road Map of Research InfrastructureESFRI and in EIT HEATH Platform	The action will be implemented at the earliest updateof public information	President of PMMH-RI	<ul style="list-style-type: none"> - obtaining extra points in parametrization, science competitions, - prestige of the Institute - creation of unique research infrastructure - cooperation with other entities - development of new products - creation of new job positions 	In preparation
11. Co authorship - the Institute is still promoting the practice of conducting research in multidisciplinary scientific teams which confirms positive approach to cooperation with the units of the Institute	Since April 2016	President of PMMH-RI	<ul style="list-style-type: none"> - obtaining the highest percentage indicator with cooperation including international works 	In preparation

and other external entities				
12. Relation with supervisors- the absence of tutors during the presentation of results before the PMMH-RI's Commission requires justification	In progress	Department of Science and Research Collaboration	Implementation of the mentioned obligation to the content of the document	Action will be implemented at the earliest update of internal legal regulation
13. Continuing Professional Development- the engagement of professors in mentorship of young researchers. The fostering of young researchers to mutual conduct of research including forgoing international cooperation	In progress	Scientific Secretary	Connection of knowledge, experience, professor's contacts with open and fresh view on research problems	Action is still exceeding
14. Research Environment- cooperation with the key research institutions in Poland	October 2016; February 2017	Department of Science and Research Collaboration	Cooperation agreements have been signed with Łódzki Regionalny Park Naukowo-Technologiczny (Lodz Regional Science and Technology Park) and with Nofer Institute of Occupational Medicine in Lodz in order to intensify research activities and submit the project	Completed; in progress
15. Value of mobility- participation in mobility projects: Erasmus + program	From September 2016 to August 2018	Department of Science and Research Collaboration	PMMH-RI is a project leader in the project PoMasto project "Back to social life of women after mastectomy"	In progress
16. Public engagement- organization of scientific picnic in 2016 "Catch the cancer in relevant time"	November 2016	Department of Science and Research Collaboration and other Departments	The event aimed to popularize research results in the field of cancer in women as well as dissemination of practical information, significant for this group	Completed

		connected with breast cancer	of patients. Apart from the lectures and discussions, two accompanying events: workshops for researchers and exhibition of English scientific books were provided in the program	
16a. Organization of scientific conference "Woman's health"	September 2016	Department of Science and Research Collaboration and representatives of Departments connected with gynecology.	The participation in this event a high ranking representatives of state and local administration as well as top class specialists in various fields of medicine allowed to carry out a multidirectional debate aiming at optimization of health care of pregnant woman from the developmental period through an old age	Completed
16b. Organization of meeting with representatives of business and science	March 2018	Department of Science and Research Collaboration	Expanding the knowledge of the possibilities of innovative European projects submission and creation of potential consortium groups	Completed
17. Value of mobility - participation in abroad conferences	Since April 2016	Department of Human Resources	2016 (from April): 24 participants 2017: 20 participants 2018: 5 participants. Enhancing skills, career development, contact with potential partners in research	Completed
18. Advertising all researcher vacancies on Euraxess	Since April 2016	Department of Human Resources, Department of Science and Research Collaboration	2016 (from April): 23 job offers 2017: 6 job offers 2018: 3 job offers	Completed; in progress
19. Creation of new scientific laboratories as a result of	December 2016	Department of Human Resources	New working places and better working conditions. Creation of the Scientific Laboratory of Imaging Techniques,	Completed

restructuring activities			Laboratory of Oxidative Stress of Proteins and Lipids, Laboratory of Hypertension and Cardiovascular Diseases, Laboratory of Molecular Research on Fertility Disorders.	
20. Organization of inauguration conference THINK-TANK “Innovations for Health”.	September 2017	President of PMMH-RI	THINK-TANK “Innovations for Health” is a multidimensional analytical center, creating space of discussion between leaders of science, business and public administration which conducts the strategic projects, debates and social dialogue on key development issues of Polish medicine.	In progress

Commentary on the Implementation of Open, Transparent, Merit-Based Recruitment principles:

- Polish Mother’s Memorial Hospital – Research Institute is at the process of editing the document (checklist) summarizing an Open, Transparent and Merit-Based Recruitment Policy applied in practice,
- the process of publishing job offers for the scientific positions takes place upon the motion of the Head of Department in which the new employee will be employed and each time the consent of the Director is necessary,
- information on new competitions for scientific positions is published on Euraxess portal (Polish version is placed on internal server of the Institute).

4. IMPLEMENTATION

The aim of the Internal Review process is to evaluate and verify the actions that were written in the initial submission of the Internal Gap Analysis and Action Plan as well as to provide key information of these actions. Such information is essential to anticipate and meet the demands of our researchers. Stakeholders as well as the administrative personnel were engaged in the above mentioned process. Our research staff was primarily consulted to prepare the review and implement our revised actions.

Polish Mother’s Memorial Hospital- Research Institute has the HR Committee Team consisting of members of the Department of Science and Research Collaboration,

represented by Agata Bielecka-Dąbrowa, MD, PhD, Scientific Secretary and Ms. Karolina Mentrycka, Head of the Department, Human Resources Department represented by Ms. Małgorzata Sadowska as well as the Association of Scientists who oversee the implementation process.

Our research community consisting mainly of the members of the Association of Scientists meets regularly (see detailed figures in point 3, action 2) in order to discuss the main issues on scientific development of researchers from various fields of science as well as the implementation of the HRS4R process. They talk about their needs, priorities for short and medium terms, strengths and weaknesses under the four areas of the Charter and Code provided in the initial submission of PMMH-RI's strategy. The schedule of each scientific meeting is set by the researchers and facilitates underlying HRS4R goals and reviews progress made on previously written goals. All the key issues are written down and placed on the internal server and all the meetings are put down in our on-line calendar. The engagement of researchers as well as administrative workers requires collaboration, mutual effort and attention.

When it comes to the external review, PMMH-RI may arrange a meeting or a kind of a trip during which representatives of the Institute will show our research infrastructure, new scientific laboratories and facilities. The Institute will provide an office for the reviewers and make documents, copies available if requested by the reviewers. We may arrange lunch/dinner for researchers, management and reviewers.