

## **Controlled Human Infection Model Study**

**JOB TITLE:** Deputy Charge Nurse

**GRADE:** Band 6

**HOURS:** 37.5 hours per week

**TENURE:** Fixed Contract or Secondment up to **31/12/2022** with possible extension

### **ROLE PROFILE:**

#### **CLINICAL AND RESEARCH**

With assistance, implement, develop, and facilitate the running of the research study.

##### **1.1 Clinical**

- Plan and coordinate your day-to-day work in collaboration with the management team.
- In collaboration with the Research Team, ensure the safe administration of treatments given within the context of the study.
- Manage a caseload of volunteers who have consented to participate in the study.
- Undertake study procedures required and in line with the research protocol.
- Provide accurate and timely information, education, and support to participants regarding the study.
- Maintain accurate documentation.
- Understand adverse event reporting and recording, and ensure that the team, Principal Investigator and Study co-ordinator are made aware of any such events.
- Act always in a way that maintains participants' dignity.

##### **1.2 Research**

- Work according to GCP and research governance standards for all aspects of work practice.
- Support studies running concurrently with the main study.

- Adhere to clinical study protocols and report protocol deviations and violations to study coordinator.
- Have an awareness of legislation and the Mental Capacity Act; take informed consent as per study protocols as delegated by appropriate Principal Investigators following appropriate training.
- Ensure that study records are accurately maintained.
- Ensure that own case report forms are accurately completed, in paper and electronic format.
- Communicate effectively with the rest of the study team and participants.
- Keep up to date with departmental, Trust, NHS, and EU developments for the management of clinical research.
- Input to recruitment strategies. Support and assist in the development of action plans as required.
- Support the Research Team / Study Co-ordinator in the event of inspection from a regulatory and/or monitoring authority.
- Provide support for study colleagues in their absence.
- Attend meetings relevant to the nature of the job.

### 1.3 **Administration**

- Use the OU and NHS Trust computer systems / network and the internet.
- Ensure that all data is handled according to the Data Protection Act and in a confidential, and where necessary anonymised, fashion.

### 1.4 **Education and Training**

- Assist in the education and support of clinicians and service users.
- Continue your own personal and professional development keeping updated with current practice.
- Contribute to performance development review processes.
- Proactively seek opportunities for personal development and progression.
- Attend meetings and training as relevant to role.

## **COVID RISK ASSESSMENT**

- Individual assessments for covid risk will be carried out for this role as part of employment checks.

## **GENERAL REQUIREMENTS**

- Keep up to date with all new developments within the Study and develop own skills and competencies.
- Participate in an individual personal development review.
- Ensure that annual leave is appropriately authorised, and sickness absence is reported in line with Trust policy.

## **RISK MANAGEMENT**

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest, and open environment.

Staff will be provided with the necessary education, training, and support to enable them to meet this responsibility.

Staff should be familiar with the:

- Major Incident Policy
- Fire Policy
- Incident Reporting Policy

and should make themselves familiar with the 'local response' plan and their role within that response.

## **RESPONSIBILITIES FOR HEALTH & SAFETY**

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

## **INFECTION CONTROL**

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the ORH Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

## **CHILD PROTECTION**

The post holder will always endeavour to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

## **INFORMATION GOVERNANCE**

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

## **DATA QUALITY**

Data quality is a vital element of every member of staff's job role. The Oxford Radcliffe Hospitals recognises the importance of information in the provision of patient care and in reporting on its performance. Data quality is therefore crucial in ensuring complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service planning, and financial and resource planning and performance.

All staff should ensure that they have read and understood the Trust's Data Quality Policy.

This job description is an outline only and does not contain an exhaustive list of duties and you may be required to undertake additional responsibilities. It may be amended by the CRN Direct Delivery Team Manager and Network following discussion with the post holder.