

### Job Description

<b>Post Title</b>	Senior Clinical Research Nurse
<b>Band</b>	6
<b>Directorate</b>	Research & Innovation
<b>Location/Base</b>	Research & Innovation Offices - Rawnsley Building (Central Manchester) and Harrop House (Prestwich), GM wide travel required
<b>Responsible to</b>	Head of Research and Innovation
<b>Managerially Accountable to</b>	Lead Clinical Research Nurse
<b>Professionally Accountable to</b>	Lead Clinical Research Nurse

#### Job Summary/Purpose

This is a 37.5 hours per week full time, fixed term contract until March 2024.

The post holder will provide specialist skills and knowledge to support the running of a range clinical research studies across GMMH, including recruiting and supporting patients participating in portfolio studies within GM Clinical Research Network studies within the NIHR Clinical Research Network: Greater Manchester (NIHR CRN: GM).

The post holder will liaise with local clinical teams and study sponsors to oversee the management and delivery of study protocols and will be involved in ensuring that the research undertaken safeguards the well-being of the patients and is conducted within research governance legislation and local policies for research.

The post holder will be identifying potential participants for a range of clinical research studies including complex interventional trials of investigational medical products. This will involve liaising with care teams and assessing patient information against study inclusion and exclusion criteria and will often involve a screening visit to determine eligibility. The post holder will also be responsible for supporting more junior members of the research delivery team with decision making.

The post holder will have a key role in providing and maintaining appropriate participant-focused environment and facilitating the production of good quality research.

Post holders will be expected to participate fully in their personal development and review process in order to achieve the objectives for this post. The post holder will be required to work across GMMH services with Bolton, Salford, Trafford, Manchester and beyond.

### Main Duties & Responsibilities

Heading	Duty/Responsibility
<b>Research</b>	<p>Work as a member of the clinical research nursing team providing support across a number of research projects across a number of clinical settings</p> <ul style="list-style-type: none"> <li>● Take the lead on delegated studies being responsible for their development, implementation and progress, co-ordinating clinical team responses and ensuring that studies are run in accordance with Good Clinical Practice (GCP) guidelines and the Research Governance Framework – providing an end to end service if necessary.</li> <li>● Has specialist knowledge of research specific guidelines eg: Good Clinical Practice, Research Governance and EU Clinical Trials</li> </ul>

	<p>Directives/Regulations.</p> <ul style="list-style-type: none"> <li>● Participate in the development and execution of relevant Standard Operating Procedures (SOPs) or Working Instructions ensuring these are updated as required.</li> <li>● Contributes to the development of research protocols, utilising the Cross-Cutting Services within the GMMH Research &amp; Innovation team and the NIHR CRN: GM team.</li> <li>● Ensure all study documentation is developed in order to accurately record research activity raise concerns and seek to address incomplete, inaccurate or misleading documentation - contributing to the development of quality systems which enable smarter working.</li> <li>● Assess competence of other staff to perform study procedures and SOPs for designated studies.</li> <li>● Develop an expertise in research skills, research delivery and methodology which is shared with clinical colleagues.</li> <li>● Demonstrates expert communication skills throughout the research process to assess eligibility and provide on-going advice and information to participants with regard to their participation in research in order to facilitate effective informed consent and assent.</li> <li>● Liaise with Principal Investigators and Sponsors to develop detailed and robust trial protocols ensuring effective and efficient use of research resources and ensure data is collected in accordance with GCP guidelines.</li> <li>● Provide advice and support to other members of the multidisciplinary team with regard to the practical application of GCP, ethics approval and amendments, project development, implementation and completion.</li> <li>● Contribute to the financial processes of planning, running and closing clinical research studies.</li> </ul>
<p><b>Clinical</b></p>	<ul style="list-style-type: none"> <li>● Facilitate the delivery of highly specialised, participant focused, protocol driven research in collaboration with participants, relatives and the multidisciplinary team.</li> <li>● Be responsible for the delivery of clinical expertise in all aspects of the clinical setting, acting as a visible practitioner in the Clinical Area/Department.</li> <li>● Ensure participant care is delivered according to Manchester Foundation Trust policies and procedures and within the nursing philosophy of the department.</li> <li>● Ensure that care delivered is participant centred and, where possible, evidence-based - whilst in accordance with the research protocol and maintaining the rights of the participant.</li> <li>● Continuously evaluate the quality of care given, regularly reassessing the needs of the research participants and effect changes as required in consultation with the participant and the multidisciplinary team.</li> <li>● Act in a manner consistent with The Code NMC (2015) carrying out their role in accordance with locally agreed policies and procedures.</li> <li>● Ensure familiarity with risk issues pertaining to confidentiality of participant and research related documentation (Data protection Act,2018, Caldicott 1997, 2012).</li> <li>● Practice at a level which demonstrates advanced knowledge and skill and requires a high level of precision.</li> <li>● Assist in the development of core practice standards and contribute</li> </ul>

	<p>to clinical audit with a particular emphasis on clinical benchmarking to maintain and improve clinical and research practice.</p> <ul style="list-style-type: none"> <li>● Ensure clear accurate records to support and record all research activity including design and/or use of databases as required.</li> <li>● Promote and collaborate in developing good working relationships, maintaining good communication systems with departments both within and outside the department to ensure that participants have an effective and efficient research experience.</li> <li>● Contribute to clinical and research governance processes including adverse event/incident reporting collaborating with any investigations and management of these.</li> <li>● Seek opportunities to develop own research skills adapting to any changes in the research requirements of new studies.</li> <li>● Ensure safeguarding principles are adhered to.</li> </ul>
<p><b>Leadership and Management</b></p>	<ul style="list-style-type: none"> <li>● Provide visible clinical leadership to the nursing team promoting a culture of leadership by example to all staff.</li> <li>● Develop and maintain organisational and managerial skills relevant to the role.</li> <li>● Be responsible for the day-to-day supervision of junior staff and students ensuring on-going staff development.</li> <li>● Act as a support for the GMMH Lead Research Nurse as required.</li> <li>● Support the local site team manager in delivering the core values and beliefs of the Clinical Area/department you are working in.</li> <li>● Assist in the recruitment and orientation of new staff to the department.</li> <li>● Participate in the department's research strategy and objective setting, promoting and supporting service developments and support the research teams in delivering the core values of the departments you are working in.</li> <li>● Act as a professional role model, through commitment to the integration into practise of Trust policies and procedures (i.e. Uniform policy).</li> <li>● Be actively involved in promoting the research work of the department you are working in.</li> <li>● Attend and contribute to clinical team meetings.</li> <li>● Ensure that working practices adhere to health and safety polices, and be responsible for reporting of any incidents and performing risk assessments of research studies.</li> <li>● Ensure appropriate and effective communication with all nursing, medical, AHP and research staff and other external agencies.</li> <li>● Ensure planning and organisation of complex activities across a range of studies requiring collaboration with other professionals and agencies.</li> <li>● Continuously evaluate workforce requirements, reporting directly to the GMMH Lead Research Nurse.</li> <li>● Undertake staff appraisals as requested by the GMMH Lead Research Nurse.</li> </ul>
<p><b>Education</b></p>	<ul style="list-style-type: none"> <li>● Take a lead role in the clinical and professional development of new research nursing staff to the department and act as mentor/preceptor to junior nurses encouraging a high level of motivation in all involved.</li> <li>● Participate in the development and delivery of teaching and</li> </ul>

	<p>education programmes.</p> <ul style="list-style-type: none"> <li>● Participate in the development and delivery of participant and carer education.</li> <li>● Participate in Trust annual mandatory training programmes.</li> <li>● Act as a resource for investigators and staff.</li> </ul> <ul style="list-style-type: none"> <li>● Contributes to supervision and meeting educational needs of staff.</li> <li>● Act as a resource for members of the multi-disciplinary team from Trusts and Universities.</li> <li>● Prepare results of research and present as posters or scientific presentations at meetings and conferences as appropriate.</li> </ul>
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**Further Information for Postholder(s)**

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust’s discretion and in line with national rules on exemption.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

## Person Specification

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<b>Essential Criteria</b> - The qualities without which a post holder could not be appointed.	<b>Desirable Criteria</b> - Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>How Assessed –</b> <b>AP</b> = Application form <b>IN</b> = Interview <b>OA</b> = Other Assessment
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### **Education / Qualifications** - to be able to complete the duties as laid out on the Job Description

<ul style="list-style-type: none"> <li>Registered nurse - currently registered with the NMC.</li> <li>Degree in healthcare subject or working towards.</li> </ul>	<ul style="list-style-type: none"> <li>Mentorship qualification</li> </ul>	AP
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### **Knowledge** - to be able to complete the duties as laid out on the Job Description

<ul style="list-style-type: none"> <li>At least 2 year post-registration experience</li> <li>Experience of working autonomously and as part of a multi-disciplinary team</li> <li>Understanding of the provision of care in NHS</li> <li>Knowledge of data collection, management and reporting</li> <li>Understanding of evidence based practice</li> <li>Demonstrates strong interest in research</li> <li>Evidence of ongoing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Current Good Clinical Practice certificate</li> <li>Good understanding of research governance guidance and legislation</li> <li>Understanding of:- <ul style="list-style-type: none"> <li>Clinical Research in a Mental Health Trust and how delivery is organised</li> <li>HRA and NHS R&amp;D landscape</li> <li>NIHR Local Clinical Research Networks</li> <li>The Mental Health landscape and how care is organised</li> </ul> </li> </ul>	AP IN
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### **Experience** - to be able to complete the duties as laid out on the Job Description

<ul style="list-style-type: none"> <li>Wide range of clinical experience and skills over a significant period of time.</li> <li>Proven workload management of self and of others.</li> <li>Evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in Mental Health</li> <li>Clinical research nursing experience -across a range of study designs.</li> <li>Research knowledge including data collection,</li> </ul>	
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### **Skills and Abilities** - to be able to complete the duties as laid out on the Job Description

<ul style="list-style-type: none"> <li>Excellent Interpersonal skills</li> <li>Good communication skills</li> <li>Experience of explaining complex concepts to patients &amp; their families in a clear and simplified manner</li> </ul>	<ul style="list-style-type: none"> <li>Good presentation skills.</li> <li>Evidence of management experience</li> <li>Evidence of professional leadership, leading to</li> <li>innovation in practice</li> </ul>	AP IN.
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<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Self-aware</li> <li>• Innovative</li> <li>• Resourceful</li> <li>• Demonstrable IT skills able to use Microsoft word, powerpoint, excel, outlook and use of databases.</li> <li>• Recent, proven experience of phlebotomy.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience</li> <li>• Understanding of “Systems Leadership”</li> </ul>	
<b>Other Requirements - to be able to complete the duties as laid out on the Job Description</b>		
<ul style="list-style-type: none"> <li>• Evidence of on-going professional development</li> <li>• Demonstrates interest in research</li> <li>• Creative &amp; Flexible approach to working hours</li> <li>• Able to travel independently across multiple sites – evidence of clean UK/EU driving licence.</li> <li>• Willingness to undertake further clinical training as required</li> </ul>		AP IN

The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.

**Drawn up by: Sarah Leo**  
**Designation: Head of R&I Office**  
**Date: October 2018**