

Clinical Paediatric Research Nurse

Job Description & Person Specification –

A summary of the role responsibilities and person specification

Why Our Trust?

Post – Clinical paediatric Research Nurse

Division – Women's and Children's

Band – 6

Salary – £35,392 - £42,618 pa pro rata

Location – W&C Research Unit-UHBW Education Centre

Hours of work – 22.5hrs/week

Contract length – Fixed (10months)

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Job Purpose

The Clinical research nurse is expected to support the management and delivery of clinical trials. They will have knowledge and understanding of the regulatory and legal frameworks related to the planning, undertaking and closure of clinical research studies and therefore acts as a resource for staff, researchers, research participants and patients. They will take a lead in ensuring the safe and effective delivery of a designated number of clinical research studies. They will be an experienced Children's nurse, competent in paediatric clinical skills and therefore able to deliver the required study procedures.

Research studies are delivered within the trust across seven days of the week and throughout 24 hours of each day. Research nurses need to be flexible in their work patterns in order to deliver this service if the studies require.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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Main Duties and Responsibilities

Study Set Up

- Ensure all elements of set up are completed in accordance with UK and EU legal requirements, Trust policies and ICH-GCP or ISO 14155, as appropriate, whether conducted personally or through appropriate delegation.
- Provide advice and guidance on matters relating to research ethics and governance and in preparing submissions for regulatory and trust approval.
- Have a knowledge and understanding of research design and methodology
- Contribute to the assessment of study protocols and advise on any safety, regulatory and logistical issues
- Provide oversight for the set-up of a designated number research studies within the team, acting as point of contact for R&I in the feasibility process
- Project manage study set up with colleagues from around the trust (support departments, finance etc) and within the University of Bristol (academic studies)
- Use paediatric clinical skills and experience and understanding of clinical operational challenges when assessing study feasibility and partnership working with multiple paediatric speciality teams

Study Conduct

- Support local Principal Investigators in meeting their responsibilities outlined in regulatory and legal frameworks
- Support colleagues and researchers through the research study process, including the delivery of clinical aspects associated with the research study
- Identify and screen appropriate study participants, in accordance with the protocol, and in conjunction with other members of the clinical and research team,
- Take informed consent for designated research studies as agreed within the protocol
- Ensure that processes and procedures for ensuring participant confidentiality are developed and adhered to in compliance with the Data Protection Act and Caldicott regulations.

- Provide knowledge and demonstrate accurate attention to detail in documentation tasks, to include
 - Investigator Site File maintenance
 - CRF completion
 - Documenting source data
- Contribute to the auditing and monitoring of research studies; respond to recommendations ensuring outcomes are shared within the team, division and wider UHBristol research community as appropriate.
- Act as a resource to PIs in ensuring all Adverse Events and Serious Adverse Events are reported in line with ICH-GCP, ISO 14155 and UHBristol Adverse Events Reporting policy
- Where appropriate, liaise with the R&I department in identifying any blockages to recruitment and the running of the trial; support the study team in developing strategies to mitigate them
- Support the study team in ensuring all reporting to regulatory bodies, R&I and Research Networks (if applicable) is done in a timely manner
- Support the study team to ensure that all research study equipment used is appropriately checked and calibrated with supporting documentation retained
- Liaise with Sponsors to ensure all arrangements for research governance for each study are in place.
- Participate in the unit's nurse on-call rota to support study delivery outside of normal hours, on a study by study basis. This will include delivery of investigational medicinal products in a wide variety of paediatric clinical settings.

Study End

- Ensure all data clarification issues are resolved quickly
- Manage the archiving of study related documentation in line with the Trial Agreement and ICH-GCP / Medicines for Human Use (Clinical Trials) Regulations/ISO 14155 as appropriate.
- Where appropriate, ensure a smooth transition from the research pathway back to the conventional treatment pathway

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Main Duties and Responsibilities

Staff Management

- Provide day to day management of the research team in the absence of the Research Sister/Charge Nurse, ensuring all staff and activities comply with trust policies and guidelines
- Ensure that standard operating procedures are followed by all members of the research team
- Maintain standards of practice in accordance with the legal rules and statutory regulations set out by the NMC or appropriate professional body
- Act as a resource to research staff within the team
- Support the professional and educational development of research unit's nursing, allied health professional and administrative staff, assisting in identifying needs and finding solutions
- Support the training and ensure the appropriate supervision of research team staff, contributing to their mentorship and monitoring
- Line manage research nurses and A&C staff within the team as and when agreed
- Assist with the recruitment, selection, induction and orientation for new research nursing, allied health professional and administrative staff
- Facilitate the team working effectively and cohesively together, developing the relevant clinical skills, acting as an educator to Junior staff and delivering studies to time and target
- Act as a role model in establishing good practice, standards of care and management that should be adhered to 24hrs a day
- Promote an approach to patients focussed on care and compassion, ensuring courtesy and respect at all times

Education

- Identify own learning needs and proactively seek educational opportunities to fulfil them
- Develop skills in accordance with RCN 'Competency Framework for Research Nurses' appropriate to the Band 6 role
- Be a mentor and resource for junior colleague and nursing students within the unit.

Unit Management

- Support the development and updating of unit's policies and procedures
- Use judgment in relation to competing demands for funding, staff and unit resources
- Manage and lead a designated number of research studies, (clinical trials) whilst maintaining an understanding of studies lead by other team members.
- Contribute to the control the research unit budget ensuring adequate measures exist for delivery of the research studies
- Respond to change in line with the needs of service provision
- Maintain a safe environment, for patients, staff and visitors, ensuring that all control measures comply with the UHBristol current policies and procedures, and any statutory requirements, including all Health and Safety and Clinical Governance arrangements
- Ensure that all record keeping within the department is appropriate, timely and clearly understood for the purpose of patient care, safety and data integrity
- Provide line management and support for junior nurses and admin staff within the team.
- Deputise for the band 7 as and when required.

Strategic Role

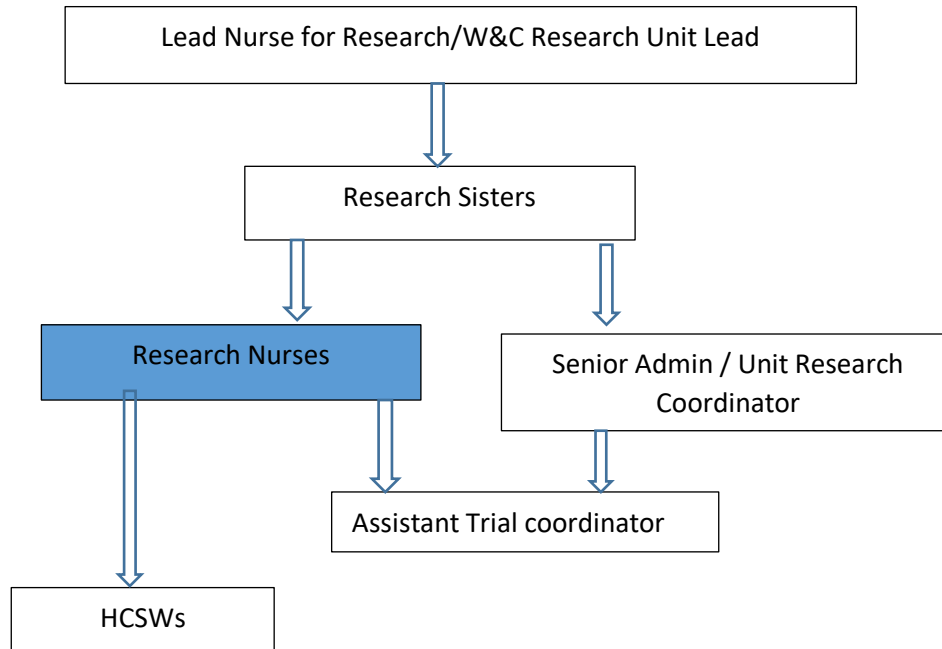
- Be a champion of clinical research
- Support and influence the embedding of clinical research within the division and work on the multiple wards where research is supported to support this strategy.
- Foster good relationships with key division research leads / support departments / Institutes and partners to promote the efficient running of clinical studies and develop the division research portfolio
- Contribute to the development and updating of research policies and procedures within UHBristol & Weston
- Take an active role in the activities of professional forums and networks
- Disseminate the results of research into clinical nursing practice

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Organisational Structure



Key Relationships

Women's and Children's Research Unit (Leadership team, Research Nurses, Coordinators)
Principal Investigators
Support Departments
Research and Innovation
Patients and their families
Clinical Nurse Specialists
Clinical Research Organisations
Study Sponsors

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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Broad knowledge and experience of clinical nursing practice within an acute hospital environment - E
- Research nursing experience - E
- Project management experience - D
- Knowledge of the regulatory and legal frameworks related to undertaking clinical research - E
- Knowledge of research design and methodology - D
- Clinical, organisational and management experience - E
- Knowledge of Microsoft Office applications and willingness to develop computer skills further - D
- Knowledge of Data Protection Act 1984 and Caldicott principles - E

Skills and Abilities

- Good interpersonal and communication skills - E
- Broad range of paediatric clinical nursing skills - E
- Evidence of good teamwork skills - E
- Budgetary and resource management skills - D
- Good report writing, a focus on accuracy and meticulous attention to detail - E
- Ability to prioritise, ensuring effective and efficient workload completion - E
- Full drivers licence - E

Aptitudes

- Ability to gain influence and motivate people - D
- Ability to work flexibly according to role need - E
- Enthusiasm for and desire to embed research within clinical practice - E
- Proactive in professional development for self and others - E
- Personal focus on the 6 Cs: Care, Compassion, Courage, Commitment, Competence & Communication - E

Qualifications and Training

- *Registered Nurse (Child) with current NMC registration* - E
- Undergraduate degree in Nursing, Science or Health related discipline - D
- Evidence of continuing professional development - E
- Post graduate qualification in research - D
- Teaching qualification - E

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace Wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.