Oxford University Hospitals NHS
NHS Foundation Trust

JOB DESCRIPTION

Job Title	**:** Research Practitioner
Base	**:** Based at the John Radcliffe Hospital, Oxford University Hospitals NHS Trust and also with a Thames Valley and South Midlands-wide remit
Grade	**:** Afc Band 6
Hours of work	: Full-time; Able to work flexibly to meet the needs of the service, including occasional evenings and weekends
Directorate	**:** Corporate
Responsible to	**:** Research Team Lead
Accountable to	**:** Lead Research Nurse
Details of special conditions	**:** Fixed term contract for 24 months from appointment.

1. Job Summary:

The Thames Valley and South Midlands Local Clinical Research Network (LCRN) are seeking a research practitioner to support clinical research in the fields of dementia, neurological conditions, mental health, ageing and neurodegeneration, in line with the aims of the NIHR UK Clinical Research Network (UK CRN).

Based at the John Radcliffe Hospital, Oxford, the post-holder will assist in the provision of a clinical study service. You will be responsible for managing the care pathways for patients and carers participating in clinical studies including early phase trials across division 4. Which covers Ageing, Mental Health, Dementia (e.g. Alzheimer's), Neurological conditions (e.g. Headache) and Neurodegeneration (e.g. Parkinson's disease). This will involve the recruitment and monitoring of study participants and the collection and documentation of accurate data including collection and management of tissue and/or blood samples. You will work collaboratively with the clinical studies teams and the wider multi-disciplinary teams in the management of your own caseload of clinical study patients. The role involves using an in-depth knowledge of trial protocols and their application in practice, alongside a working knowledge and compliance with the local, national and international research regulations. This post would suit someone with a clinical background in the above disease areas, with a desire to engage with hands-on clinical trials/research.

2. Network Summary

The National Institute for Health Research (NIHR) is funded through the Department of Health to improve the health and wealth of the nation through research.

The CRN: Thames Valley and South Midlands is one of 15 local Clinical Research Networks in the NIHR Clinical Research Network (NIHR CRN). The NIHR CRN is the clinical research delivery arm of the NHS in England, tasked with supporting the rapid set-up and effective conduct of studies, so that researchers can gather the robust evidence needed to improve treatments for NHS patients. These local networks drive clinical research delivery performance across the locality, and champion the role of clinical research in the NHS at every level.

The CRN: Thames Valley and South Midlands is hosted by Oxford University Hospitals NHS Foundation Trust and works in partnership with other local NHS Trusts to fulfil the aims of the

NIHR CRN. The CRN: Thames Valley and South Midlands supports clinical research in Oxfordshire, Buckinghamshire, Berkshire and Milton Keynes.

3. Main Tasks and Responsibilities

3.1 Clinical

- Plan and coordinate your day-to-day work in collaboration with the Senior Research Management Team.
- Ability to use fine motor skills in the collection and administration of clinical and research tasks.
- Ensure the safe administration of treatments given within the context of a clinical trial.
- Collect delegated research samples such as but not limited to blood, urine, faecal.
- Support study procedures such as but not limited to lumbar punctures and skin biopsies.
- Manage a caseload of patients who have consented to participate in research studies.
- Undertake study procedures required and in line with the research protocol.
- Provide accurate and timely information, education and support to patients (and their significant others) regarding clinical research.
- Maintain accurate documentation.
- Have an understanding of adverse event reporting and recording and ensure that the principal investigator and central study team are made aware of any such events.
- Act at all times in a professional manner that maintains patients' and carers' dignity.
- Refer to other specialists as required in order to provide optimal patient care.
- Provide clinical supervision and oversight to junior members of the team.
- Be involved in the regular performance and annual appraisals for junior clinical team members in conjunction with the Research Team Lead.
- Provide line management where appropriate to junior clinical team members.
- Ability to meet the physical requirements of the role including day to day manual handling/ lifting/ transporting activities, long periods of standing for tasks such as but not limited to running research clinics and processing lab samples.
- Exposure to blood and bodily fluids.

3.2 Research

- Work according to GCP and research governance standards for all aspects of work and clinical practice.
- Support studies running in the community, nursing homes, hospital clinics and in clinical trial units where appropriate.
- Act as study co-ordinator for clinical trials and research studies, under indirect supervision of Research Team Lead.
- Input to recruitment strategies.
- Support and assist in the development of action plans as required.
- Assist in the identification of patients eligible to enter clinical studies.
- Have an awareness of legislation and the Mental Capacity Act; receive Valid Informed Consent as per study protocols.
- Register/randomise patients into studies.
- Adhere to clinical study protocols and report protocol deviations and violations to the relevant study coordinator or central study team as appropriate.
- Ensure that clinical trial records are accurately maintained.
- Ensure that own case report forms are accurately completed, both in paper and electronic format.
- Communicate effectively with the rest of the study team and patients/carers.

- Support the Senior Research Management Team in the event of inspection from a regulatory and/or monitoring authority.
- Provide support for clinical trial colleagues in their absence.
- Attend meetings relevant to the nature of the job.
- Keep up to date with departmental, Trust, NHS, and EU developments for the management of clinical research.
- Travel as required by the network to research locations across the organisation.

3.3 Administration

- Day to day use of computer systems
- Advanced knowledge of Microsoft systems such as excel, word, power point, outlook
- Oversight and management of study databases for allocated studies
- Management and oversight of allocated study site file, trial master file and participant research files
- Oversight for the delegation of administration tasks to junior members of the team
- Oversight and management of the clinical supplies required for allocated studies and the delegation of this where appropriate to junior members of the team.
- Oversight and management of lab consumables and kits for allocated studies and the delegation of this where appropriate to junior members of the team.

3.4 Service level

- High attention to detail
- Promote research within the Trust and across the network in relation to research within division 4 including but not limited to supporting events, clinics
- Take an active role in the ongoing management of the research service such as supporting the development local procedures and policies
- Assist in the education and support of clinicians, patients and carers
- 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 national meetings and training as relevant to role
- Ability to travel for role including within the TV & SM region and to investigator meetings and conferences

4 General Conditions

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
- Information governance

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

Responsibilities for Health and 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 OUH 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 endeavour at all times 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. Oxford University 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.

PERSON SPECIFICATION

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	Essential	Desirable
Qualifications	• *Qualified at university degree level in a Health Sciences Field or equivalent professional qualification in Health Sciences Field or relevant experience.*	• *Evidence of post graduate learning and development* • *Evidence of training within the field of Ageing, Neurology, Mental Health or Neurodegenerative Disease's*
Experience	• *Knowledge and experience in the field of ageing, mental health, neurological conditions, neurodegeneration and/or dementia* • *Competency in clinical/ physical skills (e.g. vital signs)* • *Good time management and organisational skills* • *Excellent communication skills* • *Evidence of continuous personal, professional development* • *Experience of working in a multi-disciplinary environment*	• *Experience in project management* • *Clinical research delivery experience* • *Experience in, or willingness to undertake training in additional skills physical skills such as ECG, Venepuncture, Cannulation/ cognitive assessments* • *Experience in processing lab samples for research*
Personal Skills	• *Self-motivated* • *Flexible and adaptable approach* • *Strong desire to learn and develop self* • *Demonstrates respect towards others* • *Strong motivation to work within Division 4 research delivery*	
Behavioural Skills	• *Aligned to the Trust values.* • *Conducts themselves in a professional manner at all times.* • *Positive attitude to all tasks and stakeholders.*	

Technical Skills	• *Experience of working with the Microsoft Office package* • *Awareness of relevant obligatory regulations and legal requirements such as the Mental Capacity Act and EU General Data Protection Regulation*	• *Knowledge of NHS research governance, Good Clinical Practice (GCP)* • *Experience of electronic patient records* • *Experience of using research databases*
MOBILITY AND TRAVEL	• *Able to meet the mobility requirements of the post* • *Full driving licence/access to car* • *Able to travel independently and attend conferences/training events outside the region.*	