JOB DESCRIPTION

POST: **Senior Research Nurse**

BANDING: **Band 7**

ACCOUNTABLE TO: **Deputy Director of Research and Innovation**

RESPONSIBLE FOR: **Research Nurses and Research Delivery Team**

JOB SUMMARY

To provide leadership and management for the Research Nurse Team, and other associated staff working on clinical trials at the trust. The post holder will also lead on research studies and clinical trials, supporting the implementation of the research and innovation strategy within the trust. The post holder will liaise and work with internal and external stakeholders to assess the feasibility of conducting the research and problem solve to facilitate a wide range of research across the organisation. Furthermore, they will have a crucial role in assessing the commercial portfolio and ensuring contracts are costed effectively for the delivery of all activity as well as support and provide advice and leadership on LHCH (Liverpool Heart and Chest Hospital) sponsored trials.

PRINCIPAL ACCOUNTABILITIES

- Lead and Supervise all aspects of study initiation for clinical trials for the Trust.
- Comprehensive knowledge of clinical research including issues on ethics, law, drug development and management in clinical trials
- Accountable for the nursing and of research projects
- Responsible for submissions to research ethics committees
- Advising specialists in the field on the application of research
- Dissemination and publication of research findings
- Maintaining overall standard of care for patients at all times
- Liaison with sponsor companies and multidisciplinary research teams
- Ability to give advice on the organisation and management of the research in progress
- Good project Management skills

- To contribute to all aspects of the planning, conduct and reporting of all clinical trials and in-house studies
- Plan and implement duty roster for the team of Research Nurses
- Engage in and find workable solutions to systems troubleshooting
- Provide coordination and direction in the development of data management methodologies and standard operating procedures (SOPS)
- Monitor data completion and data quality for clinical trials
- Evaluate and review high level study reports to confirm accuracy in data reporting for data monitoring and study committees
- Develop and monitor study timelines and key deliverables in clinical trials in collaboration with internal and external stakeholders
- Prepare and present written reports for presentation at relevant Trust committees including research and innovation committee and divisional governance committees.
- Attend update calls and respond to inquiry emails for site reporting and to support requests for clinical trials.
- Support Principal Investigators in all aspects for clinical trial delivery
- To be responsible for the day-to-day management of, and patient recruitment to, all studies within the speciality.
- To work on a daily basis with minimum supervision as part of the research team
- To ensure that all clinical research activity is ICH-GCP compliant and conducted in accordance with the agreed protocols.
- To maintain a high standard of patient care in line with Trust and R&D polices and protocols in accordance to the UK Policy Framework for Health and Social Care Research
- To priorities research activity as necessary thus ensuring recruitment targets are met
- To ensure that all data is collected and manged effectively and accurately
- To co-ordinate all designated clinical research studies as directed by the lead clinician to ensure recruitment targets are met.
- To initiate, organise and manage novel clinical research and audit projects within the speciality (retrospective and prospective) under the supervision of the lead consultant, including where appropriate, negotiation of research funding, development of protocols, ethical committee application, data presentation at meetings, recruitment, questionnaire completion, clinical measurement, statistical analysis and preparation of papers for publication.
- To identify, screen, interview patients and recruit them into the appropriate studies.
- To assist with informed consent process, ensuring the patient is fully informed prior to participation in the study.
- To report and record any adverse events as dictated by Trust and Departmental Protocols
- To ensure clinical and research documentation and record keeping is completed accurately and efficiently in accordance with HRA NMC and EU Directive (ICH-GCP) guidelines
- To report to the Head of R&I for support

- To lead and support other Specialist Nurses within the speciality
- To work closely with the Head of Research Governance
- To keep up to date with relevant medical literature, developments in clinical research methodology, monitoring and local regulatory and ethical requirements
- To attend courses, conferences and study days in order to remain up to date with all relevant aspects of clinical research
- To attend relevant research meetings such as the Research and Innovation Committee
- To assist in the analysis of data and preparation of reports for presentation and publication
- To understand the relevance of research to health care delivery and be able to identify research problems within the speciality
- To develop the skills of other staff by identifying needs through observation and ensuring participation, practice and relevant education.
- To participate in the education and development of staff/students e.g. clinical supervision and ensure that all personnel are adequately informed about and comply with all details of the trials.

➢ **CLINICAL**

- Competent in the skills of venepuncture and IV cannulation
- Plan and deliver highly specialist clinical care according to trials protocol.
- Responsible for delivery of the clinical trial protocol for patients; in addition, contact patients post-discharge to assess, plan, implement and review complex clinical care.
- Provide and receive (communicate) highly sensitive and specialise confidential advice and knowledge concerning patients
- Assess and interpret the complex needs of patient and staffing issues, making judgements based on this information
- Maintain and complete source documentation and oversee the preparation of study Activity
- Record Patients medical history and current health status at research clinic attendance
- Perform phlebotomy, monitor vital signs and perform other specialised nursing procedures as appropriate to the specific needs of the study and research subject.
- Coordinate multiagency communication and act on recommendations/treatment plans as appropriate.
- Compliance with ICH-GCP
- Compliance with the law including the nursing Midwifery and Health visiting Act 1979 and with the Nursing and Midwifery council Code of Conduct
- Compliance with Trust, Directorate and R&D protocols
- Maintenance of personal and professional development

➢ **MANAGERIAL/LEADERSHIP**

- To supervise and coordinate the research nurse team for efficient delivery of the trust research portfolio
- To work with the research team to maximise recruitment to clinical trials
- To participate in and co-ordinate planning development and implementation of clinical protocols in accordance with research parameters
- Plan and Carry out protocols for the screening, recruitment and retention of clinical research subjects, instructing subjects on treatment methods and protocol
- Undertake appropriate data collection systems and procedures, specimen collection, processing and recording of clinical data and/or specimen samples as required by established study protocol
- Be responsible for updating of research databases with clinical data in a timely fashion
- To be an authorised signatory for travel expenses up to £1,000
- To liaise effectively with SPARK, LHP and CRN partners to enable efficient delivery of research services.
- To provide HR support and direct line management to the Research Nurses as required.
- Oversee performance, identify development needs and conduct annual appraisal of Research Nurse Team.
- Be responsible for training and education of other Trust Staff on specific aspects of clinical trials.

➢ **ORGANISATIONAL**

- Implement all relevant trust policies and propose changes to practices and procedures relevant to clinical trials
- Ability to propose policy and or service changes that may impact across trust outside own specialist area

➢ **PROFESSIONAL**

- To keep up to date and comply with department and trust policies and NHS developments for the management of Clinical Research.
- To act as a personal and professional role model at all items
- Maintain the Personal Development Plan in discussion with line manager
- To take responsibility for meeting with senior staff for support and clinical supervision
- Maintenance of personal and professional development.

GENERAL STATEMENTS

CONFIDENTIALITY

All employees must adhere to policies and procedures relating to Information Governance, Confidentiality and Information Security.

RISK MANAGEMENT

The Trust is committed to approaching the control of risks in a strategic and organised manner.

The post holder must be aware of their individual responsibilities as detailed in the Trusts Risk Management, Health & Safety and Incident policies, and those under the Health and Safety at Work Act. This includes the reporting of any untoward incident, accident, potential or actual hazard identified.

SAFEGUARDING

All staff are required to be familiar with the arrangements for safeguarding children, young people and vulnerable adults and support the organisation in promoting the welfare of children, young people and vulnerable adults.

Staff working directly with children, young people and vulnerable adults will have a responsibility to ensure safeguarding and promoting their welfare forms an integral part of their duties.

Staff who come into contact with children, vulnerable adults, parents and carers in the course of their work and/or have access to records will have responsibilities to safeguard and promote the welfare of children, young people and vulnerable adults.

Staff who come into contact in the course of their duties, with parents, carers or other significant adults or children, young people and vulnerable adults should always be mindful of safeguarding and promotion of the welfare of these individuals.

HEALTH AND WELLBEING

The Trust is a Health Promoting Hospital. The Trust expects that when you are presented with opportunities to improve the lifestyle of our patients you seek help from appropriately trained clinical staff to ensure patients are supported and assisted in making the necessary lifestyle changes. This is in accordance with best practice as described in the DoH white paper "Choosing Health – Making Healthy Choices Easier".

EQUAL OPPORTUNITIES

The Liverpool Heart & Chest Hospital NHS Foundation Trust is committed to achieving equal opportunities. All employees are expected to observe this policy in relation to the public and fellow employees.

All staff are expected to adhere to, and act in accordance with, the values & behaviours of the Trust.

This document is intended to be used as a guide to the general scope of duties involved in this post. It is not exhaustive and should not therefore be used as a rigid specification. It will be kept under review and amended as required in consultation with the post holder.

Created by	**Dr Margarita Perez-Casal** **Director of Research and Innovation**	**Date**	**15th July 2019**