Clinical Trials Assistant

Research & Development

JOB DESCRIPTION

NHS
Chelsea and Westminster Hospital
NHS Foundation Trust

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Welcome

Chelsea and Westminster Hospital NHS Foundation Trust is proud to be one of the top performing and safest trusts in England.

We have two main acute hospital sites—Chelsea and Westminster Hospital and West Middlesex University Hospital, plus our award-winning clinics across North West London and beyond.

- We employ over 7,000 staff and 500 volunteers
- We treat someone in A&E every 90 seconds
- We deliver a baby every 50 minutes
- We operate on a patient every 16 minutes
- We do 50 imaging procedures each hour
- We serve a diverse population of 1.5 million from the beginning to the end of life

Our values

Our PROUD values demonstrate to staff, patients and the public the standards of care and experience they should expect from our services:

- **P**utting patients first
- **R**esponsive to patients and staff
- **O**pen and honest
- **U**nfailingly kind
- **D**etermined to develop

Job summary

Job title Clinical Trials Assistant

Band	4
Division	RESEARCH AND DEVELOPMENT
Responsible to	SENIOR RESEARCH NURSE
Accountable to	LEAD RESEARCH NURSE
Type of contract	Fixed Term (18 months)
Hours per week	37.5
Location	Chelsea and Westminster Hospital

The aim of the role of clinical trials assistant is to enhance the overall delivery of clinical research within the Trust by providing support to the delivery team, by assisting with clinical and administrative activities related to clinical trials, from initiation to termination, in accordance with ICH Good Clinical Practice guidelines. The role will involve basic patient care under close supervision and administrative duties.

The post holder will also be expected to ensure that all research safeguards the psychological and physical well-being of the patient in conjunction with the multidisciplinary team, to facilitate high standards of care. The post holder will work across the three clinical divisions of the Trust, in a variety of areas dependent on

Key working relationships

- Clinical and academic researchers employed within the Trust and other local academic and NHS partners
- Trust R&D Department
- Trust staff and departments with responsibility for supporting clinical research
- North West London LCRN
- Research regulatory bodies (e.g. research ethics, MHRA)
- Research funders and sponsors

Roles and responsibilities

Clinical Duties

The Clinical Trials Assistant will provide a good standard of care, working as a member of the multidisciplinary team to contribute to and support research based practice. Under the direct supervision of Research Nurses, the research assistant will undertake all aspects of care for patients in clinical research studies such as:

- Obtaining informed consent for non-CTIMP studies
- Conducting baseline and follow up visits as per study protocol
- Collecting clinical and non-clinical data as per study protocol
- Undertaking clinical procedures such as vital signs and height and weight
- Collecting research samples: willing to become proficient in phlebotomy
- Processing, labelling and storage of research samples

- Providing on-going support to patients and volunteers with regards to their participation

Administrative Duties

Under supervision of the Research Nurses and Midwives, the Clinical Trials Assistant will provide support for administrative elements of research studies such as:

- Maintaining investigator site files and working files
- Assisting with transfer of source data into electronic data capture systems
- Assisting with management of study amendments
- Locating and tracking of medical records
- Assisting with audit preparation
- Assisting with the filing of research material such as laboratory and imaging reporting
- Correct storage of research consumables including monitoring use by dates and reducing excess storage
- Procurement of supplies

Education and Development Duties

The Clinical Trials Assistant is responsible for:

- Attending induction training
- Attending mandatory training and ensuring updates are undertaken as required
- Attending research specific training (such as GCP)
- Attending and contributing to team meetings and learning sessions such as scenario based learning
- Maintaining research training log and research CV
- Ensuring PDR objectives are met as required

Communication

The Clinical Trials Assistant is responsible for

- Applying Trust values in all working relationships to patients, carers and staff.
- Ensuring communication is used effectively in the interests of patient care, including the use of clinical incident reporting if necessary
- Assisting with research events such as patient/public campaigns
- Demonstrating politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations and recognising individuality and rights for each patient in line with Trust values.
- Working cohesively with all members of the clinical teams in ensuring that the very best services to patients are provided at all times
- Working effectively within a multi-racial and cultural environment

Quality Improvement / Clinical Governance

The Clinical Trials Assistant must assist or participate in departmental and Trust initiatives or audits, related to Quality Improvement / Clinical Governance.

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

Person specification

Job title **Clinical Trials Assistant**
Band Band 4
Division Research & Development

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

E = essential
D = desirable

Trust values

Putting patients first	**E**
Responsive to patients and staff	**E**
Open and honest	**E**
Unfailingly kind	**E**
Determined to develop	**E**

Education and qualifications

A minimum of 6 GCSEs including Mathematics & English, IT skills/ECDL equivalent	D
NVQ level 3 or equivalent' or 'RSA3 or equivalent'	D
Degree level or equivalent	D
Understanding of Good Clinical Practice (GCP)	E

Experience

Experience working in a pressurised environment	E
Have an interest in and understanding of research governance and ethical issues	E
Knowledge of NHS research	D
Previous experience within the NHS	E
Knowledge of General Data Protection Regulations (GDPR) and confidentiality	D

Skills and knowledge

Excellent interpersonal and organisational skills	E
Excellent oral & written communication skills	E
Good administrative skills	E
Communicate effectively at all levels with medical & managerial staff both internally and externally	E
Attention to detail & methodical	E
Experience using database systems	E

Personal qualities

Flexible, discrete & diplomatic	E
Ability to work under pressure and to tight deadlines	E
Able to work on own initiative or under close direction, depending on the task	E
Confident, friendly and approachable	E
Proactive approach to problem solving	E
Well organised	E
Professional, polite and courteous manner	E

Good listening & communication skills	E
Good prioritising sills	E
Polite & courteous	E
Flexible approach to work – able to work some evenings and very occasionally weekends	E
Reliable work record	E

Notes

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