

# Recruitment information pack



**FAST FORWARD YOU CAREER**

BE PART OF A SUPPORTIVE TEAM

WORK ALONGSIDE WORLD-LEADING EXPERTS



**DELIVER INNOVATIVE PATIENT CARE**

ACCESS PERSONALISED CAREER DEVELOPMENT

BE PART OF A SPECIALIST AND DYNAMIC NURSING TEAM



# WHO WE ARE

Join Imperial College Healthcare and become part of a community of 12,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focused on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

# OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

# OUR HOSPITALS

## Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

### **Charing Cross Hospital, Hammersmith.**

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for

neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

### **Hammersmith Hospital, Acton**

Hammersmith Hospital is a specialist hospital renowned for its strong research connections and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

### **Queen Charlotte's & Chelsea Hospital, Acton**

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

### **St Mary's Hospital, Paddington**

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

### **Western Eye, Marylebone**

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include: outpatients, inpatients, day case and emergency services.

## **WHY JOIN US?**

### **Reach your potential through outstanding learning and development opportunities**

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

### **Experience the rich heritage of hospitals that have made history**

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's revolutionising medicine and earning himself a Nobel Prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

### **Draw on huge expertise as part of a strong international community**

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the

### **Reach your potential in hospitals that make history**

Charing Cross | Hammersmith | St Mary's |  
Queen Charlotte's & Chelsea | Western Eye

prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

### **Feel supported by a positive culture**

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO Sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

### **Recognition and career progression**

We value our staff and recognise the unique contributions they make to their patients and colleagues with our [Make a Difference](#) recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

### **Conduct research here**

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

### **Access brilliant benefits and enjoy a new social life**

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

# JOB DESCRIPTION

Job title	Clinical Research Nurse
Band	Band 6
Directorate/ department	Medicine and Integrated Care
Division	Medicine
Location of work	St Mary's Hospital
Hours	37.5 hrs
Reports to	Niamh Bohnacker
Accountable to	Divisional Director of Nursing – Division of Medicine

## 1. Job purpose

- As a Band 6 Clinical Research Nurse you will be responsible for assessing and managing the care pathways for patients and carers participating in research.
- This will involve the recruitment, education and monitoring of research participants and the collection and documentation of accurate data.
- You will work collaboratively with the research team and the wider multidisciplinary team in the management of your own caseload of research patients.
- You will act as a knowledgeable resource for staff, researchers, research participants and patients, alongside a working knowledge and compliance with local, national and international research regulations.
- You will contribute to the development of local policies related to all aspects of the research process and contribute to the training and supervision of staff and researchers.
- You will contribute to nurse-led research.

## 2. Key stakeholders

- Joint Research Office
- Joint Research Compliance Office
- Professor of Clinical Nursing and Innovation
- Trust Research Development Fellow for Nursing and Midwifery

- Nurses within Division and the Trust
- Multidisciplinary research teams/Groups.
- Study sponsors
- Trust departments including labs, imaging, pharmacy and Research & Development

### 3. Key areas of responsibility

- Coordinating clinical trials and other research projects for Trauma and Emergency studies, Neuro-trauma and neuro-surgery, and some Infectious Diseases such as COVID 19 studies.
- Assessing patient capacity and eligibility for research trials
- Performing assessments and data collection
- Delivering the research in accordance with the protocol and guidance.
- Building relationships with internal and external referrers.
- Maintaining high standards of patient care.

### 4. General responsibilities

- To facilitate efficient, safe and participant-focused research
- To contribute to the management of the local portfolio of clinical research studies.
- To identify and help recruit patients eligible to enter clinical research studies.
- To ensure that the clinical study protocols you are working on are adhered to.
- To work according to Good Clinical Practice (GCP) & Research Governance standards for clinical research studies.
- To recognise and act on concerns raised, if design conflicts with regulatory frameworks and legal requirements or if research deviates from the study protocol
- To facilitate the informed consent process ensuring the following is accounted for:
  - a. The potential research participant (and family) fully understands the nature of the clinical trial.
  - b. The potential research participant is aware that entry into the trial is voluntary and they can withdraw at any point without prejudice.
  - c. The potential research participant is aware of any extra procedures required by the trial.
  - d. Supports potential participants through the consent process
  - e. The consent form is completed accurately and filed as required.
- To respond to concerns if inaccurate or incomplete data entry is suspected.
- To be responsible for forwarding accurate study data in a timely manner to the study coordinating centre.
- Liaise with clinical research study personnel outside the hospital as necessary.
- To supply data as required to the principal investigator, research team and Joint Research Office regarding progress of clinical studies.
- Register/randomise patients into research studies.
- To identify barriers to recruitment to research studies and ensure that the Lead Research Nurse/Department Manager is aware of them. To support and implement action plans as required.

- To provide support for clinical research study colleagues in their absence.
- To attend meetings relevant to the nature of the job.
- Participate in the collection of audit data as required. Identify areas where local audit is needed, conduct the audit and analyse the data with support.
- Monitor the quality of nursing care and action audit information to achieve agreed standards under the direction of the Divisional Research Manager.
- Participate in Trust wide research awareness sessions for nurses and midwives and recommend innovations for clinical practice.
- To ensure the safe administration of treatments and/or drugs that are given within the context of a clinical research study.
- To ensure that research study specific investigations are undertaken as required by the research protocol, in order to establish eligibility and safety to enter the study.
- To provide ongoing information, education and support to research participants (and their significant others) regarding clinical research studies.
- To ensure blood is collected for pharmacokinetic studies and as required by the study protocol.
- To maintain accurate documentation of patient events in nursing/medical notes.
- Accurately document data collected into the case report forms (CRF).
- Monitor treatment toxicity/side effects and initiate changes to treatment as required by the protocol.
- Record and report adverse events which occur whilst patient is in the clinical research study to the relevant personnel and act as required.
- To act as a primary contact point for the clinical research study patient/participant.

#### **5. Demonstrates a sound understanding of the need to identify issues which may impact on the process of gaining valid consent. Plans and resolves these issues**

- Acts as mentor to new members of staff.
- Provides cross cover for other members of the research team.
- Manages a portfolio of the research projects on a day to day basis.
- Accountable for the timely and accurate documentation of trial data according to current legislation, guidance and best practice, including Good Clinical Practice (GCP)
- Functions within a collaborative practice role with the multidisciplinary team (MDT) to provide expertise in the assessment, planning, implementation and evaluation of clinical research protocols.
- Demonstrates autonomy as well as the ability to collaborate within the MDT.
- Required to use own initiative, take responsibility for decision-making and prioritise own workload within a team and individual context.
- Assists in the development and maintenance process, procedures and tools, including databases, for the effective and efficient delivery of research as appropriate.
- Establishes and maintains good working relationships with outpatient clinics services, primary care services, other hospitals, healthcare professionals and other agencies involved in the management of clinical research.

## **6. Scope and purpose of job description**

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

# PERSON SPECIFICATION

Directorate/ department	Job title	Band
	Clinical Research Nurse	6

Criteria relevant to the role	Essential	Desirable
Education/ qualifications	Registered Nurse	Degree/ Diploma in Nursing
Experience	<ul style="list-style-type: none"> <li>Relevant experience at band 5 within a relevant speciality. Experience of supervision of junior staff, SLICE or equivalent experience For specialist areas able to demonstrate specialist knowledge of patient group Knowledge of research and audit Evidence of continuing professional development</li> <li>Ability to practice within the scope of the NMC Code of Professional Conduct.</li> <li>Ability to demonstrate application of the NHS Plan to own sphere of practice.</li> </ul>	<ul style="list-style-type: none"> <li>Research Experience</li> <li>Emergency/ICU/Neuro Nursing experience.</li> <li>Experience of coordinating and managing clinical trials for investigational medicinal products.</li> </ul>
Skills/knowledge/ abilities	<ul style="list-style-type: none"> <li>Leadership skills</li> <li>Proven teaching and assessing skills</li> <li>Ability to apply current research to practice</li> <li>Able to manage difficult situations effectively</li> <li>Able to prioritise and meet deadlines</li> <li>Able to use own initiative</li> <li>Demonstrates an awareness of the wider NHS service developments</li> </ul>	

	<ul style="list-style-type: none"> <li>• Excellent level of English language demonstrated through effective written and verbal communication skills.</li> <li>• Demonstrate the ability to compile complex written information.</li> </ul>	
Values and behaviours	<ul style="list-style-type: none"> <li>• Demonstrable ability to meet Trust values</li> <li>• Kind, Expert, Collaborative and Aspirational</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• Excellent written communication skills and the ability to write clearly and succinctly.</li> <li>• Excellent verbal communication skills and the ability to deal with a wide range of people</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates ability to take charge and delegate duties</li> </ul>

## Additional information

### 1. Health and safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law while following recognised codes of practice and Trust policies on health and safety.

### 2. Medical examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

### 3. Equal opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### 4. Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

### 5. Disclosure & Barring Service/safeguarding children and vulnerable adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal

record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. [Find out more about the Disclosure & Barring Service](#). Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

## **6. Professional registration**

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any codes of conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

## **7. Work visa/ permits/Leave to remain**

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

## **8. Conflict of interests**

You may not, without the consent of the Trust, engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust while you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

## **9. Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with, and adhere to, current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

**Flu vaccination** – All patient-facing staff are required to have the flu vaccination on an annual basis, provided free of charge by the Trust. Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents' library section on the intranet.

#### **10. No smoking**

The Trust operates a smoke free policy.

#### **11. Professional association/trade union membership**

The Trust is committed to working in partnership with trades unions and actively encourages staff to join any trade union of their choice, subject to any rules for membership that the Trade Union may apply.