JOB DESCRIPTION

1. JOB DETAILS

Job Title: Research Nurse

Band: 5

Division: Corporate

Directorate: Research Development and Innovation

Responsible to: Senior Research Nurse

2. JOB PURPOSE

- To work with the Research Team to support the safe conduct of clinical trials in accordance with the UK Clinical Trials Regulations and Good Clinical Practice (GCP) and provide assurance that the rights, safety and wellbeing of trial participants are protected. The role will, support the feasibility, costing and set up of research studies and assist in the recruitment of participants into observational and interventional research studies. The post holder will Lead on observational and interventional studies as deemed appropriate and allocated by their line manager. The post holder will be accountable for the assessment, planning, organisation and on-going care of research participants, whilst maximising compliance with study/trial protocol Assist with the training of professional staff ensuring compliance to protocol and practice guidelines. The post holder will use relevant knowledge to perform research procedures in accordance with study protocols and extend this experience to support others in the research team and other health care professionals where appropriate. The post aims to co-ordinate services with acute, primary and community care, the main purpose being recruitment and follow-up of research participants in various hospitals/settings. Therefore there is a need to be geographically mobile and working out of hours as and when necessitated, which on occasion may include for early phase studies, weekends and nights.

3. DIMENSIONS

Scheme of delegation for this post.

Level F

Detailed delegation limits are found in the attached e-document found in the 'Documents' section of NHS Jobs for this post and also on the Trust documents library.

4. ORGANISATION CHART

Medical Director

Research Director

Research Manager

Lead Research Nurse

Research Sister/Team Leader

Senior Research Nurse

Research Nurse (This role)

Senior Research Healthcare Assistant

Research Healthcare Assistant

Research Healthcare Support Worker

5. KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

- 1st Level Registered Nurse
- Relevant post qualification clinical experience
- Relevant clinical skills e.g. venepuncture, cannulation, ECG
- Knowledge of research regulatory requirements
- Understanding of caring for patients and volunteers
- Understanding of data collection and data entry
- Remain calm in stressful situations
- Creative solution driven/problem solving mentality
- Ability to work to a high level of accuracy
- Ability to communicate complex information to patients/carers/ MDT members
- Ability to work independently without direct supervision
- Experience of dealing with confidential patient information
- Computer Literacy

6. KEY RESULT AREAS

Study Management and Clinical Skills

- Liaise with clinical trial set up staff to help assist in the set-up of clinical trials.

- Undertake adequate feasibility assessment and costings for clinical trials as and when required

- Assist in the processing of amendments and dissemination of information to relevant departments as required.

- Utilising a problem solving/creative/can do approach be responsible for identifying efficient and effective ways of correctly identifying participants for studies utilising the inclusion/exclusion criteria. NHS case records, clinic screening, visiting wards/outpatients, attending MDT's, obtaining consultant referrals and using trust IT systems and any other method deemed appropriate

- Give often complex information in a format the patient understands and answer questions fully in order for the patient to make an informed decision

- To receive and document consent when given by the patient as appropriate

- Ensure that all patients are recruited in line with the protocol

- Use study systems and processes to register and randomise patients onto studies

- Co-ordinate and attend study visits

- Be responsible for the assessment, planning and on-going care and safety for a patient through their study journey referring patients for specialist care as needed

- Undertake off site visits to other sites, hospitals, and patient homes whilst adhering to the lone worker policy

- Work out of hours, including nights and weekends as necessitated by the study

- Work flexibly, including across other teams, providing back up support as requested by line manager or senior management team.

- Be prepared to train to undertake clinical procedures such as venepuncture, cannulation, history taking and any study specific examinations as required for the effective and smooth running of a research study.

- ,Administer drugs as required and in accordance with the trust medicines management policy and study protocol.

- Centrifuge, process, track and ship blood samples in line with study protocol

- Complete case report forms in an accurate and timely manner.

- Work with data managers to ensure data queries resolved promptly and systems put in place to prevent future data queries.

- Provide support and meet regularly with data managers to ensure data timelines are adhered.

- Organise and prepare documentation for audit and monitoring visits as required.

- Ensure adequate provision and uploading of information to trust finance systems to allow for invoices to be raised for payments where appropriate and in a timely fashion

- Ensure trial activity is captured on all research database systems and data queries are completed in an accurate and timely manner.

- Upload to Edge and Radico in a timely manner.

- Support costing research studies

- Assist in study close down visits and archiving

Documentation and communication

- Collaborate with sponsors, study monitors and external bodies to ensure the study is meeting acceptable standards and conforming to regulatory requirements

- Collect and record highly accurate data whilst adhering to the data protection act

- Interpret collected information into meaningful data

- Complete and maintain detailed and comprehensive study records such as case report forms and trial master files and provide administration support as necessary

- Escalate and record adverse events and suspected unexpected serious adverse events that occur whilst the patient is on the study in line with the study protocol and local policies and regulatory requirements

- Communicate effectively via all mediums, build rapport with all stakeholders and maintain agreeable working relationships in accordance with the dignity at work policy

Clinical and professional accountability

- Maintains a standard of conduct and dress to sustain public confidence in accordance with professional codes of conduct and trust policies

- Provide a high standard of nursing care for all patients approached and participating in research

- Abide by the uniform policy as set by the trust and localised to the research department.

- Work autonomously using own initiative and collaboratively across the research and multi-disciplinary team involved in the research process

- Be directly responsible for supporting/coordinating studies, as allocated by their line manager/team leader, across all specialities

- Build strong relationships built on mutual respect with all members of staff in all departments. Working in accordance to the RCHT dignity at work policy.

- Provide cover for other research nurses as required and support Junior staff, across teams as needed and where requested.

- To conduct trial related research activities necessary for each individual clinical research study

- To ensure that all data/trial information is collected and reported in an accurate and timely manner

- To be accountable for his/her own actions and be aware of own limitations.

- Be responsible for maintaining clinical confidence and competence to work clinically within a ward environment and supporting the clinical service at times of high pressure.

Clinical leadership

- Expand own knowledge and practice through learning about current professional practice and medical developments seeking to develop new skills
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- Attend national and international investigator meetings and conferences as required.

- Work without direct supervision and adhere to clinical governance initiatives, code of conduct, research and hospital policies

- Manage organisation of own workload within clinical trial requirements

- Creatively resolve barriers to research such as recruitment and screening of patients,

- Practice standard operating procedures for clinical trials

- Contribute to service development

- Where appropriate develop and audit research practices and feedback in the forms of posters/research papers for meetings, conferences and publications.

- Support junior staff and support them with prioritisation of workload, problem solving and resolution of issues along with education as needed.

Educational and managerial responsibilities

- Recognise the value of skilled open communication in the development of professional patient relationships and with other members of the multi-disciplinary team

- Provide clear information and support to patients and their families involved in clinical research

- Ensure data is available to consultants, researchers and sponsor companies for audit, quality assurance and analysis as required, whilst safeguarding patient information in compliance with the Data Protection Act

- Assist the Research and Development office to identify resource implications for individual studies

- Maintain a safe and therapeutic environment for clinical trial participants and their carers

- Liaise with appropriate specialists to maintain seamless care

- Identify learning needs of other staff who may be involved with participants care and assist in the relevant training in relation to the trial protocol and general professional development

- Actively participate and contribute to all PPIE events and contribute to the PPIE/Comms lead for the department.

- Support junior staff and ensure professional behaviour and conduct at all times of all staff.

- Support RD&I to meet strategic performance metrics and objectives.

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7. COMMUNICATIONS & WORKING RELATIONSHIPS

Delivery Team

- Lead Research Nurse
- Research Sister/Charge Nurse/Team Leader
- Senior Research Nurses
- Research Nurses
- Research Administrators
- Research Admin Assistants/Research Healthcare Assistants
- Research Support Assistants

Research, Development & Innovation

- Director of Research & Development
- Research Manager and Assistant Managers
- Industry Operations Manager/Study Set up Manager
- Human Resources & Facilities Co-coordinator
- Finance Management Accountant
- PPIE Liaison/Charity
- Research Information Officer
- Research Administrators

Others

- Research Network Staff
- Medical Staff – principal/co-investigators (consultants)
- Nursing & other professional groups
- RCHT Supporting Services

- GP's and Practice Nurses
- External Sponsors/Clinical Research Associates and Monitors

8. MOST CHALLENGING PART OF THE JOB

- Increasing recruitment into research trials
- Working with complex and ever changing research environment
- Working across multiple specialties
- Working to under time pressure

9. OTHER

- The Post holder must comply with all RCHT Policies and Procedures.

- The Post holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in RCHT premises
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- As an organisation we are committed to developing our services to best fit the needs of our patients. Therefore, when necessary staff may need to work a more flexible shift pattern, so that we can recruit or follow up patients over night or at weekends.

- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post holder will undertake any other duties which may be required from time to time.

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER

10. JOB DESCRIPTION AGREEMENT

Job holder's Signature: Date:

Head of
Department Signature: Date:

Title:

Please note:
Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in trust uniform and/or wearing a trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home.

Person Specification For The Post Of: Research Nurse Band 5

Job Reference: **Salary:** **Rising to:** **pro-rata**

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

ATTRIBUTES	**REQUIREMENTS**		**METHOD OF ASSESSMENT**
	ESSENTIAL	**DESIRABLE**	
QUALIFICATIONS	Registered to Degree Level or with demonstrable experience.	Knowledge of research regulatory requirements – ICH GCP, UK Clinical Trials regulations, Research Governance Framework Masters	Application form Certificates
EXPERIENCE	Ability to manage own workload with guidance Experience of dealing with confidential patient information Ability to support more junior members of staff. Ability to work under pressure	Relevant Clinical skills e.g Venepuncture, Cannulation, ECG Previous clinical research experience	Application form References
PRACTICAL AND INTELLECTUAL	Understand the significance of	Knowledge of research	Application form

SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)	research and use of validated results to improve practice Understanding of caring for patients and volunteers and assuring patient safety Understanding of valid informed consent Understanding of complete and accurate data collection and data-entry Computer literacy	regulatory requirements Previous experience of receiving informed consent Knowledge of Archiving Previous use of databases powerpoint, word & excel	Interview References
DISPOSITION/ ADJUSTMENT/ ATTITUDE	Excellent written & verbal communication Skills – ability to communicate complex information to patients /carers/MDT members Ability to be a research advocate and positive role model. Ability to engage, develop and maintain good relationships with individuals across the trust. Ability to remain calm in stressful situations Ability to approach problems creatively and be solution driven An Enthusiastic 'Can do approach'	Good assertion skills Smart appearance	Interview References

	Ability to work in a multidisciplinary team Ability to work independently without direct supervision Ability to work to a high level of accuracy Good listening skills Excellent organisational skills		
TRAINING	Maintains all Mandatory training.	Good Clinical Practice Training	Application form Interview
ADDITIONAL CIRCUMSTANCES	A Disclosure & Barring Service check satisfactory to the organisation. Ability to undertake duties commensurate with the post Post-holder must comply with professional code of conduct and/or code of conduct for NHS managers where applicable. Flexible working arrangements Ability to regularly travel across sites and attend out of county/international meetings where and when required Willingness to undertake new skills and challenges.		Application form Interview DBS

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NHS KNOWLEDGE AND SKILLS FRAMEWORK
FORM FOR DEVELOPING AN NHS KSF OUTLINE FOR A POST (KSF1)

Title of Post: Research Nurse

NHS KSF DIMENSIONS	Needed for Post?	Level for post				
		1	2	3	4	Areas of application
CORE DIMENSIONS – relates to all NHS posts						
1 Communication	Y			x		
2 Personal and people development	Y		x			
3 Health, safety and security	Y		x			
4 Service improvement	Y		x			
5 Quality	Y			x		
6 Equality and diversity	Y		x			
SPECIFIC DIMENSIONS						
HEALTH AND WELLBEING						
HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing	y	X				
HWB2 Assessment and care planning to meet people's health and wellbeing needs	Y	X				
HWB3 Protection of health and wellbeing	Y	X				
HWB4 Enablement to address health and wellbeing needs	Y	X				
HWB5 Provision of care to meet health and wellbeing needs	Y	X				
HWB6 Assessment and treatment planning	Y	X				
HWB7 Interventions and treatments	Y			X		
HWB8 Biomedical investigation and intervention	Y	X				
HWB9 Equipment and devices to meet health and wellbeing needs	y	X				

HWB10 Products to meet health and wellbeing needs	y	X				

AGENDA FOR CHANGE: THE NHS KNOWLEDGE AND SKILLS FRAMEWORK

NHS KSF DIMENSIONS	**Needed for Post?**	**Level for post**				
		1	**2**	**3**	**4**	**Areas of application**
ESTATES AND FACILITIES						
EF1 Systems, vehicles and equipment	N					
EF2 Environments and buildings	N					
EF3 Transport and logistics	N					
INFORMATION AND KNOWLEDGE						
IK1 Information processing	Y			X		
IK2 Information collection and analysis	Y			X		
IK3 Knowledge and information resources	Y			X		
GENERAL						
G1 Learning and development	Y	X				
G2 Development and innovation	N					
G3 Procurement and commissioning	N					
G4 Financial Management	N					
G5 Services and project management	Y		X			
G6 People management	N					
G7 Capacity and capability	N					

G8 Public relations and marketing	Y	X				