East Kent Hospitals University NHS Foundation Trust

Job description

POST Gynae-oncology Research Nurse, Research & Innovation
Reporting to Senior Research Nurse

SALARY £35,392 - £42,618 per annum

CARE GROUP Corporate Functions

BASE Queen Elizabeth the Queen Mother Hospital, Margate

CONTACT Melene Locke, Senior Research Nurse melene.locke1@nhs.net

Welcome to East Kent Hospitals

The Trust's vision is 'great healthcare from great people'. Embedding research is fundamental to empowering staff to lead improvements and inspire healthcare change. Our vision is to embed research in all of our clinical services and, in doing so, offer better healthcare for patients.

Research and Innovation leads to better care and outcomes for our patients and therefore we want to place it at the heart of everything that we do. We aim to build a dynamic, patient-centred, world class research portfolio, offering all patients opportunities to participate in studies of the latest treatments and therapies; ensuring East Kent Hospitals' position at the cutting edge of health care.

We offer a full package of benefits, including a car lease scheme; on-site childcare; generous annual leave in line with NHS terms and conditions; high street and public transport discounts; a 24/7 staff support service - and the little things that make life easier, like on-site Amazon lockers and fresh fruit and veg stalls.

About us

We are one of the largest hospital trusts in England, with three acute hospitals and community sites serving a local population of around 700,000. We also provide specialist services for Kent and Medway.

We care about our patients and our people. We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. With our emphasis on staff training and development, a staff support scheme that's second to none, and a healthy package of benefits, it's easy to put down roots in East Kent Hospitals.

We care

Gynae-oncology Research Nurse

Role specific duties

East Kent Hospitals University NHS Foundation trust (EKHUFT) is a large, diverse and complex organisation with an active and vibrant research programme. As part of the Research & Innovation department, you can expect to work with a dynamic and proactive team, who recognise and integrate research as a core aspect of care delivery.

The Gynae-oncology Research Nurse role will be part of the research workforce within the Trust and will support the delivery of high-quality research studies. We are looking for an experienced nurse to help support and expand the portfolio of NIHR gynae-oncology research studies within the Trust.

The post-holder will be part of our well-established cancer research team and will be based at the Queen Elizabeth the Queen Mother Hospital, Margate, but will also work across other sites.

The post holder will provide clinical research support to various individuals and teams conducting research within the Trust. This will include taking responsibility for the co-ordination, facilitation and delivery of concurrent research studies.

In addition to the clinic/patient-based tasks, this role includes document generation and control, project tracking and logistics, data collection, adherence to Good Clinical Practice and research governance and contributing to the continued improvement in the care of research participants and quality of research data.

Excellent communication and organisational skills are essential for this post, along with meticulous attention to detail and the ability to work both as part of a team and independently.

Due to the nature of research and potential fluctuations in study demands and/or workload and staffing levels, it may be necessary for the post-holder to cover additional specialities and/or sites as required, therefore flexibility is essential.

KEY RESULT AREAS

Research - Set-up and Initiation

To assist in the feasibility and selection of appropriate studies for the Trust's portfolio of research studies.

To support the coordination, preparation, submission of research proposals for approval.

To coordinate with others, including departmental managers, clinical teams, Research & Innovation Central Office (RICO) staff and study teams, to ensure that relevant information is submitted in a timely and compliant manner.

To ensure that all relevant approvals are in place prior to commencing each trial.

Clinical

To identify patients suitable for entry into research studies. This may include attending clinics and Multidisciplinary (MDT) team meetings, reviewing medical notes and the study-specific inclusion/exclusion criteria

To confidently and knowledgeably discuss and explain the research study to patients, their carers/relatives, and other healthcare professionals, to ensure that patients are enabled to make an informed decision about whether they wish to participate

To assist evaluation of patient eligibility for entry into clinical trials and research studies, by co-ordinating pre-study tests, obtaining results and arranging appropriate appointments, according to the study protocol.

To undertake trial specific and routine assessments, as per study protocol, e.g. venepuncture / cannulation, vital signs, ECGs drug administration etc.

To ensure safe and appropriate storage of specimens, in accordance with the study protocol and in conjunction with specialist teams

To arrange appointments for patient visits, as per study protocol, with consideration to the patient's requirements, e.g. transport requirements, other clinic appointments.

To support and advise others in the process of identifying the care needs of a patient with complex problems.

To assess, monitor and follow up the patients prior to, during and after trial treatment, in accordance with the protocol.

To act as a resource to patients and their relatives / carers, providing information & support and referring to other professionals, as appropriate.

To record and report any adverse events and serious adverse events, according to study protocol and local procedures

Maintaining Complete and Accurate Records.

To maintain study files, taking responsibility for the day to day project, administration and document control, ensuring that documentation is completed, as determined by study protocol, GCP and Research governance.

To upload and collate research data and prepare reports when required.

To ensure that Case Report Forms (CRFs) for the studies are completed fully, accurately and legibly

To maintain adequate patient records and ensure that all relevant information is documented in the patient's medical and nursing notes

Professional

To manage allocated projects, set timescales and resolve problems. Responsibilities within a particular trial must be discussed, agreed and documented within the study file before conducting any trial related activities.

To provide research nurse support for individual studies being conducted within the Trust. It is expected that this will involve working on a number of projects at a time.

To ensure that training pertinent to research nursing is kept up to date, e.g. GCP, informed consent, and to attend and maintain training for skills, as required.

To be flexible in approach to work as the role may require flexibility in time, e.g. for specific treatments.

To work unsupervised and self- directed in all areas of practice relating to the conduct of clinical trials and research studies.

To support and mentor junior members of the team and line manage staff as required.

To assist with the preparation and presentation of abstracts and papers for meetings, conferences and publication.

In accordance with professional codes, maintain own professional development and competence to practice whilst actively supporting others.

Managerial

Ensure that all activity is based on NHS and EKHUFT policies and procedures.

Day to day management of various research studies, ensuring that the service to patients is maintained to a high standard.

Support, mentor & supervise members of the research team at all levels and line manage junior staff, as required.

Identify hazards, assess and categorise and report risks using the appropriate systems for Risk Management.

Your commitments

We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. This is why we ask you to:

- maintain the confidentiality of information about patients, staff and other health service business and adhere to data protection law
- comply with the Trust's policies and procedures, including infection prevention and control, risk management, health and safety, safeguarding children and adults, financial management and use of resources
- act at all times in accordance with the professional Codes of Conduct and Accountability relevant to your role
- participate in annual mandatory training.

We are a smoke-free Trust, and offer staff support to stop smoking.

Values

We care about our values of caring, safe, respect and making a difference. We'll ask you to demonstrate these values during the recruitment process and throughout your appointment – and you can expect us to do the same.

Our NHS People Promise

We are committed to the NHS People Promise. We want our culture to be positive, compassionate, and inclusive – and we all have our part to play.

Living and working in East Kent

Our large district general hospitals, specialist units and community sites provide a vibrant and diverse working environment with the extensive opportunities and teaching facilities you would expect of a large trust.

East Kent offers stunning countryside, beautiful beaches and charming places of historic interest, with easy access to London. With excellent schools, a wealth of leisure facilities and easy family days out on your doorstep, alongside beautiful and affordable housing stock, the perfect work-life balance couldn't be easier to achieve.

How to apply

For more information or to arrange to visit us, please contact Melene Locke melene.locke1@nhs.net

Person specification

Requirements	Essential	Desirable	Method of assessment
Qualifications and training	Registered Nurse with current NMC registration. Evidence of continuing Professional development Sound working knowledge of GCP .	Higher degree and/or formal study of research design Additional relevant training/qualification SACT trained	Application Form Interview
Skills and experience	Minimum of 3 years of post-registration experience. Minimum 1 year of previous experience working in patient facing clinical research delivery role within the NHS. Experience of working within gynaecology/oncology. Experienced in teaching others and responding to learning needs. Experience of effective multidisciplinary team working. Ability to prioritise workload and manage own time effectively. Proven organisational skills and ability to work to targets and deadlines. Ability to work as part of a team and excellent collaborative skill.	Relevant clinical skills, e.g. venepuncture, drug administration, recording physiological investigations	Application Form Interview
Governance	Knowledge of clinical research standards & regulations. Knowledge of safety reporting and pharmacovigilance.	Basic understanding of research design & methodology	Application Form Interview
Personal/professional attributes	Upholds and models the Trust values. Meticulous attention to detail. Excellent team player. Excellent interpersonal skills.	Current understanding of key issues facing the NHS, both locally and nationally	Application Form Interview
Other requirements	Flexible attitude. Enthusiasm. Committed to self-development.	Car owner/driver	Application Form Interview

The small print

Band	**6**
Salary Scale	£35,392 - £42,618 per annum (pro rata, if applicable) Progression through the pay scale will be determined on an annual basis. It will be subject to the post holder demonstrating the required standards of performance, conduct and completion of statutory and role specific training.
Hours of work	22.5 hours per week
Annual Leave Entitlement	Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable): On Appointment = 27 days After five years = 29 days After ten years = 33 days
Pension Scheme	As an NHS employee you will be entitled to join the NHS Pension scheme and will be enrolled from your first day of service, if you meet the eligibility criteria. Employees who are not eligible to join the NHS Pension Scheme may instead be enrolled in the Trust's Alternative qualifying scheme, NEST. Your remuneration will be subject to the deduction of superannuation contributions in accordance with the relevant scheme.
Contractual Notice	Bands 1-4 = 1 Month notice Bands 5-6 = 2 Months notice Band 7-9 = 3 Months notice
Probationary Period	New staff appointed to East Kent Hospitals University NHS Foundation Trust in this post will be subject to a 6 month probationary period. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

Dimensions

Financial and Physical	Manages	Line management of junior staff as required To have an understanding of local resource management and the cost implications of service delivery. Travel across sites is required frequently, along with the need to transport significant volumes of files, equipment etc.
	Impacts	To have an understanding of the financial impact on regular travel across sites and to provide solutions for reducing costs without impacting on service delivery.
Workforce	Manages (Bands and WTE)	Responsibility for supporting, mentoring & supervising members of the research team at all levels and line managing junior staff as required.
	Located	QEQM Hospital, but will work across all sites
	Impacts	To play a supportive role to all members of the team in the delivery of studies.
Other		A flexible approach to working patterns. Responsible for keeping abreast of national trials portfolio. Attend relevant meetings as required. Co-ordinate workload to meet the demands of working across the Trust

Communications and working relationships

Internal	Lead Research Nurse R&I Managers and other R&I staff Multidisciplinary clinical staff, including senior clinical and medical staff Clinical Nurse Specialists. Ward managers and staff Outpatient managers and staff Support Department staff, including pharmacy, pathology & radiology
External to NHS	Colleagues within other NHS Organisations Relevant Clinical Research Network Staff
Other	Patients & relatives National Trial Coordinators Clinical Research Associates and other staff from commercial and non- commercial organisations/units Health Research Authority Medicines and Healthcare Products Regulatory Agency (MHRA)

Environment

Category	Description/Definition	Frequency/Measures
Working Conditions	Based within office, clinic and ward areas Contact with Patients	Frequently Frequently
Physical Effort	Ensure a safe working environment. Take blood samples(bending) Assist unsteady patients in clinic Keyboard use	Frequently Frequently Occasionally Frequently
Mental Effort	Assessment of patients for trial entry Patient discussions Assessment of all clinical trials protocols Writing trial related documentation Participation in meetings Preparation of learning materials Attendance at training/ educational events Co-ordination of the clinical trial patient pathway	Frequently Frequently Frequently Frequently Regularly Occasionally Occasionally Frequently
Emotional Effort	Exposure to distressing and emotional circumstances Communication with seriously ill patients and their relatives Communication of treatment side effects	Frequently Frequently Frequently

Most challenging part of the job

To work collaboratively across professional boundaries with colleagues from diverse disciplines/ specialities and across multiple locations

Providing a high quality, equitable service across the Trust and raising the profile of the research team, both locally and at a National level.

We confirm that the details of the above post as presented are correct. This is a description of the duties of the post as it is at present. This is not intended to be exhaustive. The job will be reviewed on a regular basis in order to ensure that the duties meet the requirements of the service and to make any necessary changes.