Imperial College Healthcare NHS
NHS Trust

JOB DESCRIPTION

TITLE OF POST: Clinical Research Nurse – SACT (Haematology)
SALARY BAND: Band 6
LOCATION: Malignant Haematology CTU, Hammersmith Hospital, Imperial College Healthcare NHS Trust
RESPONSIBLE TO: Senior Clinical Research Nurse-Team Leader
PROFESSIONALLY ACCOUNTABLE TO: Lead Nurse/Manager- Malignant Haematology CTU

HOURS PER WEEK: Full-time (37.5 hours per week)

Imperial College Healthcare NHS Trust Values

We are absolutely committed to ensuring that our patients have the best possible experience within our hospitals. We are looking for people who are committed to delivering excellent patient care, whatever their role, and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do.

We value all of our staff and aim to provide rewarding careers and benefits, fulfilling work environments and exciting opportunities.

- **Kind** - We are considerate and thoughtful, so you feel respected and included.
- **Collaborative** - We actively seek others' views and ideas, so we achieve more together.
- **Expert** - We draw on our 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.

National Context:

The National Institute for Health Research (NIHR) is funded through the Department of Health to improve the health and wealth of the nation through research. The NIHR is a large, multi-faceted and nationally distributed organisation. Since its establishment in April 2006, the NIHR has transformed research in the NHS. It has increased the volume of applied health research for the benefit of patients and the public, driven faster translation of basic science discoveries into tangible benefits for patients and the economy, and developed and supported the people who conduct and contribute to applied health research.
The NIHR Clinical Research Network is the clinical research delivery arm of the NHS in England, tasked with supporting the rapid set-up and effective conduct of studies, so that researchers can gather the robust evidence needed to improve treatments for NHS patients. The NIHR Clinical Research Network is led by a national Coordinating Centre, and operates

through 15 Local Clinical Research Networks (LCRNs). These local Networks drive clinical research delivery performance across the locality, and champion the role of clinical research in the NHS at every level.

AIM OF THE ROLE:

The post holder will support the aims of the Trust and the NIHR clinical research network to improve the speed, quality, and integration of clinical research, through the successful delivery of clinical research in the NHS.

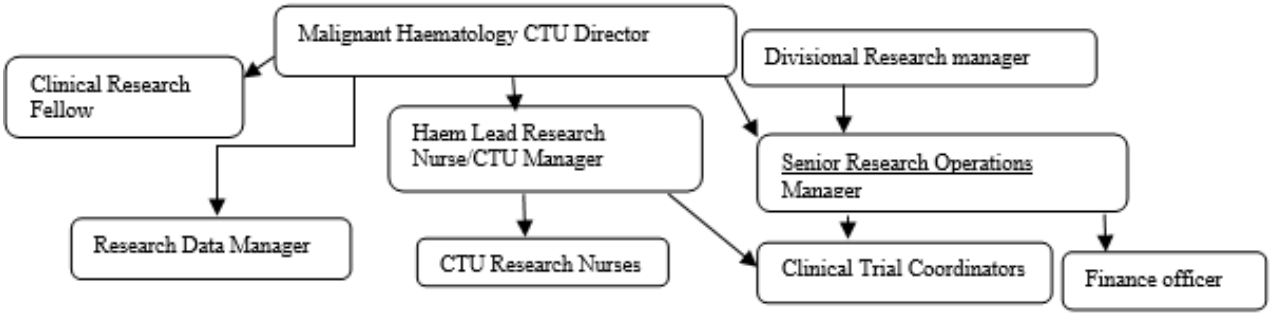
The post holder is a recognised expert in haemato-oncology treatments with an understanding of the research environment. He/she will take responsibility for the delivery of clinical research treatments, collaborating with key personnel throughout the trust and network to ensure continued care and support for patients involved in clinical trials. These trials may be related to anti-cancer including Peripheral stem cell transplant treatment (e.g. chemotherapy, radiotherapy, biological therapy, gene therapy, and GVHD studies), symptom management or some other aspect of cancer care, such as screening.

The main focus of the role will be in supporting the delivery of the research portfolio through identification of suitable participants, patient recruitment, education and monitoring of patients within clinical trials. The post holder will be responsible for the safe administration of investigational medicinal products and will work closely with other members of the research teams to ensure studies are conducted according to ICH GCP guidelines. They will work with the investigators and wider research team to maintain accurate and comprehensive study data collection. The post holder will be supported to develop their clinical research skills thorough education and training and will be expected to provide cross cover for other research nurses as appropriate.

The post holder will be expected to have knowledge of Haematological cancer care and will be expected to develop skills and knowledge relating to the conduct of clinical trials in this area.

KEY WORKING RELATIONSHIPS:

Organisation Chart of the CTU



Key working relationships:

- CTU team
- CTU Investigators
- Clinical haematology department
- CRAs
- CROs
- Trust Research & Development Department

- NIHR CRN Research Delivery Managers and other managers within the Clinical Research Network
- Speciality and Divisional trust Leads
- Other research staff across support departments
- Study Sponsors
- Pharmacy
- Pathology department
- Radiology department
- Lead Nurse for Clinical Research Delivery
- West London Cancer Research network/NIHR.
- Participants, relatives and visitors
- Sponsors (academic and pharmaceutical industry) and their teams; national, regional and local.
- College and NHS departments, both internal and external

KEY RESULT AREAS:

- Clinical & Research
- Administration
- Education & Training

General Responsibilities

MAIN TASKS AND RESPONSIBILITIES:

1. **Clinical & Research**

- To facilitate efficient, safe and participant focused research

- To contribute to the management of the local portfolio of clinical research studies

- To demonstrate sound knowledge of the life cycle of a research project from inception to study close out and performing all clinical protocol related tasks independently to include

  -accurate data capture in nursing and medical notes
  -accurate transfer of source data to case report form
  -monitoring of toxicity
  -recording and reporting of adverse events
  -accurate procedure for blood collecting for pharmacokinetics studies

- To autonomously work with the clinical team to identify and recruit patients suitable for entry into clinical trials having understanding of the clinical patient pathway

- To ensure safe planning and care of patients according to the clinical trials protocol

- To work in according to good clinical practice and research governance standards for clinical research studies

- To recognise and act on concerns raised if research deviates from the study protocol or the study design conflicts with legal requirements

- To facilitate the informed consent process ensuring the following is accounted for:
  - The potential research participant fully understands the nature of the clinical trial
  - The potential research participant is aware that entry in to the trial is voluntary and they can withdraw at any point

- The potential research participant is aware of any additional procedures required by the clinical trial
- Supports potential participant through the consent process
- The consent form is completed accurately and filed as required
- Demonstrates sound understanding of the need to identify issues which may impact on the process of gaining informed consent, planning and resolving these issues.

- To be proficient in the requirements of data collection, data entry, data queries and safe data storage and to provide advice and support to junior staff

- To supply data as required to sponsor, principle investigator and research teams

- To identify barriers to recruitment and implement agreed action plans as required

- To act as a knowledgeable resource in clinical practice and research, promoting an active and effective research culture

- To manage your own caseload of clinical research study participants working collaboratively with the wider multidisciplinary teams

- To use specialised knowledge to take lead of the clinical research area in the absence of the principle investigator and team leader

- To ensure research study specific investigations are undertaken as required by the research protocol, e.g. requisition and organisation of any necessary investigations

- To be proficient in proactively recording and reporting serious adverse events that may occur to the patient and ensuring processes are in place to capture such events

- To be competent in performing clinical tasks required of the protocol, such as vital signs, ECG's and others.

- To safely collect, store and transfer biological samples for patients in accordance to study protocol

- To delegate tasks and activities to a range of team members in relation to patient care as required

- To ensure correct procedures are undertaken for the prescription and safe administration of treatments that are given in the context of the clinical trial as required and according to Trust policy

- To work within the NMC Code of Conduct and within your individual scope of professional conduct.

- To assist team members to educate and update staff working in the particular clinical area or research team about current and forthcoming clinical trials, including treatment administration, potential side effects and monitoring required.

- To monitor patients' progress, ensuring accurate record of all relevant observations and taking appropriate action in the event of clinical incident, e.g. extravasation, adverse reaction, neutropenic sepsis.

- To be aware of and support escalation processes in the event of a deteriorating patient, utilising assessment appropriate tools (NEWS 2 and SBAR) where appropriate and have an understanding of the emergency pathways for oncology (AOS/CXH) and haematology (UKONS/RHTU)

- To undertake nursing procedures within scope of competencies, general as well as specific to speciality, e.g. administration of chemotherapy (IV/IT), administration of blood products/supportive treatment, venepuncture/phlebotomy, cannulation and line dressings.

- To provide on-going information and support to research participants

- To act as a primary contact point for the clinical research study participant

- To be able to respond to patients/carers telephone calls (who may at times be distressed) tactfully and empathetically. To reassure patients/carers regarding arrangements made.

- To report clinical incidents and near misses promptly and in accordance with Trust policy

2. Administration

- To be a key player in the feasibility process of new studies in your clinical area

- At all times to work with a high attention to detail and ensure study data is recorded clearly and accurately on paper and electronic data capture systems

- To be a key resource in developing and updating Standard Operating Procedures within your department

- To ensure study records and trial files are maintained and kept up-to-date

- To ensure the effective maintenance of study site files

- To ensure the clinical research recruitment records are accurately maintained and research staffs are informed of the progress in accordance with trust policy

- Provide accurate, current comprehensive information concerning the condition of patients and associating them with observations as stipulated in the study.
- Provide records of any problems that arise, and the action taken in response to them, recognising events which are classified as adverse.
- Complete forms/documents and reports required by the study design and make them available for monitoring visits.
- Capture all data as per clinical trial protocol and GCP requirements
- Where patients are required to keep records, full explanation of the nature of data required is given and that the post holder will satisfy himself/herself that the patient is capable of holding and keeping his/her records.
- Maintain confidentiality about study details and new products.
- Assist with timely completion of SUSARs, SAEs and AEs as per CTU guidelines and clinical trial protocol requirements.
- Assist with data entry as required
- Support with data query resolutions and monitoring plans
- Assist to prepare for MHRA and GCP audits
- Complete relevant visit logs and participant travel expense claims

3. **Education and Training**

- Continue your own professional development keeping updated with current practice.
- Contribute to the professional and educational development of staff.
- Work towards the provision of support mechanisms for sharing good practice within the Ward/Department and Trust wide.
- Initiate, attend and participate in teaching and learning events both internal and external
- Assist in the provision of education about the role of the CTU and research within the Trust and to the public
- Assist the Lead Nurse in the allocation of courses to staff in accordance with their individual training needs and personal development plan
- Work towards maintaining and promoting effective communication with all members of the multi-disciplinary team and other Wards/Departments, including developing your formal presentation skills.
- Contribute to the development and maintenance of a positive learning environment for colleagues, participants, participants and visitors.
- Utilise appropriate learning opportunities and act as a mentor and resource for nurses, student nurses and unqualified members of the nursing team.
- Maintain links with other clinical research nurses and clinical nurse specialists to share knowledge and to provide mutual support.
- Attend local, regional and national meetings in relation to research or clinical trials as appropriate and agreed with Lead Nurse
- Keep up to date with current developments in nursing and research and ensure evidence based practice
- Maintain own professional development in conjunction with the objectives of the service and those identified at the Performance and Development reviews
- Provide information and education to members of the multidisciplinary team with regard to patients participating in this trial.
- Provide patients with health education assisting them to gain insight to their disease and its treatment, whether it be trial or established regimes.
- The post holder will maintain awareness of current advances in relevant haematology related conditions, research and nursing practice and use of this knowledge to maintain the highest standard of care for patients.
- To always work within the NMC Code of Professional Conduct, taking responsibility for own actions and seeking guidance from senior colleagues where appropriate.
- Maintain an awareness of changes within the Health Service and the implications of these for nursing and research staff.

4. General Responsibilities

- Demonstrate autonomy as well as the ability to collaborate within a multidisciplinary team
- Use own initiative, take responsibility for decision-making, and prioritise own workload within a team and individual context
- Be aware of and adhere to Trust and Directorate policies, procedures, standards and protocols and the Health and Safety at Work Act
- Ensure the delivery of the Trusts Nursing Strategy at ward or Trust level
- Conduct oneself in accordance with the NMC Code of Conduct and Trust policies
- To be aware of and take appropriate action, in regard to cardiac arrest, fire and major incident
- Promote awareness and compliance amongst colleagues regarding Trust policies, procedures, guidelines and standards
- Provide cover for colleagues as appropriate
- Perform a wide range of other general administrative tasks as required in line with the scope of the post.
- Any other duties commensurate with the grade of the post as directed by Lead Nurse

- To be actively involved in the development and implementation of Trust policies and Procedures at department level and reinforce their use
- To ensure that trust wide standards are maintained and monitored to improve the quality of care to all those who come in contact with the service provided by Imperial College Healthcare NHS Trust
- To maintain patient/participant confidentiality at all times.
- To ensure that the views of consumers are effectively sought, channelled and acted upon, including the efficient actioning of the complaints procedure in accordance with the Trust policy in conjunction with the Department Manager

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 postholder.

ADDITIONAL INFORMATION

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

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.

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.

Disclosure & Barring Service/Safeguarding Children & 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. Further information can be found via: https://www.gov.uk/government/organisations/disclosure-and-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.

Med 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.

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.

NHS Constitution

The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be open if anything goes wrong and contribute to a climate where the reporting of, and learning from, errors is encouraged. You should view the services you provide from a patient's standpoint and contribute to providing fair and equitable services for all. The above is a brief summary; you are encouraged to access the full document at: www/nhs.uk/constitution

Dignity & Respect

The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of race, colour, sex, age, disabilities, religious beliefs or sexual orientation.

Confidentiality/Information Quality Assurance/Freedom of Information

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990). As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions. Nonetheless the post-holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Health, Safety and Security

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974, take reasonable care of themselves and others, and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors. The Trust has adopted a Security Policy in order to help protect patients, visitors and staff and to safeguard their property; all employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible. The Trust operates a strict Non-Smoking Policy.

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 whilst 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.

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. Staffs 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.
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.

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Clinical Governance and Risk management

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

-Taking part in activities for improving quality such as clinical audit
-Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
-Following Trust polices, guidelines and procedures
-Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

No Smoking

The Trust operates a smoke free policy.

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

PERSON SPECIFICATION

POST: Clinical Research Nurse-SACT (Haematology)

DEPARTMENT: Malignant Haematology CTU, Hammersmith Hospital

LINE MANAGER: Lead Research Nurse- Haematology

ATTRIBUTE/SKILLS	***MEASUREMENT***	**ESSENTIAL**	**DESIRABLE**
EDUCATION	*Application form*	Registered Nurse Relevant degree Accredited chemotherapy administration certificate/Course Mentorship course/ Teaching qualification or equivalent experience	Recognised specialty related course Qualifications in Cancer / Haematology Nursing Qualifications in clinical research
SKILLS/ABILITIES	*Application form/CV/Interview:*	Competency in medication administration including IV medications and chemotherapy Excellent verbal and written communication skills and the ability to write clearly and succinctly Competency in phlebotomy and cannulation Proven teaching and assessing skills Ability to apply current research to practice Ability to use own initiative	Knowledge of clinical research methodology and trial protocols

		Proven ability to manage difficult situations effectively Proven ability to prioritise and meet deadlines Confident and articulate Methodical approach to attention to detail Flexible attitude to work Ability to work sensitively with patients Advanced computer skills, including all MS applications, the internet, and online databases Able to prioritise and meet deadlines	
EXPERIENCE	*Application form/Interview*	Relevant clinical experience within Haematology/oncology Experience of working within NHS environment and with service users Experience in the administration of SACT and research treatments Competent in storing and retrieving electronic data	Experience of working with clinical trial patients Experience of supervision of junior staff Knowledge of informed consent process in clinical trials Good understanding of clinical trial regulations (e.g. ICH GCP)
	Assessment/Interview:		
COMMUNICATION SKILLS	*Application form/Interview:*	Demonstrable ability to communicate complex information to a wide range of audiences and through a variety if mediums with	Proven ability to educate and support clinical staff in clinical trial methodology

		confidence, empathy and enthusiasm Excellent cross disciplinary communication skills to facilitate collaborative working relationships. and interpersonal skills	
	Assessment/Interview:		
PHYSICAL QUALITIES		Ability to carry out the duties of the post with or without adaptations Willingness to work across Imperial sites as required Proven record of punctuality Proven Professional appearance and conduct	
VALUES	*Assessment/Interview:*	Demonstrable ability to meet Trust values Always puts patient first Supports learning and development of self and others	

INFORMATION ABOUT IMPERIAL COLLEGE HEALTHCARE TRUST

We provide acute and specialist health care in North West London for around a million people annually. We have five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and The Western Eye - as well as a growing number of community services.

With Imperial College London, we are a designated academic health science centre, supporting rapid translation of research and excellence in education. We seek to ensure our care is not only clinically outstanding but also as kind and thoughtful as possible. We want to play our full part in helping people live their lives to the fullest.

Our hospitals and services

we have five hospitals on four sites, as well as a growing number of community services across North West London:

- **Charing Cross Hospital,** Hammersmith provides acute and specialist care. It also hosts the hyper acute stroke unit for the region and is a growing hub for integrated care, in partnership with local GPs and community providers. Our clinical strategy sees Charing Cross evolving into a new type of local hospital offering specialist, planned care as well as integrated care and rehabilitation services for older people and those living with long-term conditions. Charing Cross has a 24/7 A&E department.

- **Hammersmith Hospital**, Acton is a specialist hospital recognised for its strong research connections. It offers a range of services including renal, haematology, cancer and cardiology care, and runs the regional specialist heart attack centre. Under our clinical strategy, Hammersmith would build further on its specialist and research reputation.

- **Queen Charlotte's & Chelsea Hospita**l, Acton provides maternity, women's and neonatal care next door to Hammersmith Hospital. There is a midwife-led birth centre as well as specialist services for complicated pregnancies, foetal and neonatal care. The hospital would also continue to build on its strong specialist and research reputation.

- **St Mary's Hospital**, Paddington is the major acute hospital for North West London. It is has a maternity centre with consultant and midwife-led services. The hospital provides care across a wide range of specialities and runs one of four major trauma centres in London, as well as a 24/7 A&E department. Our clinical strategy requires a major redevelopment of the St Mary's site to bring together more of our urgent and emergency care services in state-of-the art facilities.

- **Western Eye Hospital**, Marylebone is a specialist eye hospital with a 24/7 A&E department. Our clinical strategy requires relocating the whole service to new state-of-the-art facilities on a redeveloped St Mary's site.