Frimley Health
NHS Foundation Trust

JOB DESCRIPTION

JOB TITLE:	**SENIOR RESEARCH NURSE/PRACTITIONER**
PAY BAND:	Band 7
DEPARTMENT:	Research and Development
RESPONSIBLE TO:	Research Operations Manager
DATE:	July 2023

DIMENSIONS OF JOB:
Management of research nurses, practitioners and specialist clinical staff

PURPOSE OF JOB:

The Trust is a member of the Kent, Surrey and Sussex Clinical Research Network (KSS-CRN). LCRNs are the primary vehicle for providing infrastructure to support all the studies that fall into the UK Clinical Research Network (UK-CRN) portfolio. The Trust is committed to the support of research in the NHS. The successful candidate will assess, plan, implement and evaluate expert research nursing care and provide support to patients attending the directorate who have been, or have the potential to be, recruited into a clinical trial programme within Frimley Health NHS Foundation Trust.

The post holder will be an employee of Frimley Health NHS Foundation Trust and is expected to work cross-site (Frimley Park, Wexham Park & Heatherwood hospital).

The purpose of the post is to increase the number of patients participating in clinical trials at Frimley Health NHS Foundation Trust. The post holder will be responsible for the coordination of clinical research within the Frimley Park research delivery team. The post holder will be a key member of the multi-disciplinary research team, participating in the organisation and running of multi-centre clinical trials and original research studies as well as providing specialist advice and psychological support during the trial programme.

The post holder will fulfil a key co-ordinating role, acting as both a liaison between the clinical trials office and the various departments of pharmacy, finance, research and development together with pharmaceutical and device companies and as a resource for all members of the multidisciplinary team. You will work collaboratively with the KSS-CRN, Associate Medical Director of Research, Head of Research, Research Operations Manager and the existing clinical trials team.

The post holder will act as an expert resource and facilitator to educate and train other staff and students, helping to provide optimum nursing care for these individuals

KEY TASKS & RESPONSIBILITIES:

CLINICAL RESPONSIBILITIES

Work autonomously and assist in the management of a caseload of clinical trial patients whilst working as part of a multi-disciplinary team.

Maintain effective communication with patients, carers and professionals to ensure high quality service delivery ·

Identify suitable patients for entry into clinical trials by attending clinics (screening notes) and relevant Multi-disciplinary Team meetings ·

Maintain accurate documentation of patient events in maternity/medical notes ·

Ensure patients are fully informed prior to entry into clinical trial programme

Demonstrate a comprehensive understanding of treatment options, treatment side effects and disease processes to support patients in making an informed treatment choice ·

Provide ongoing information, education and support to patients (and their significant others), all levels of maternity staff regarding clinical trials and specific trial treatments

Take and assist in consenting patients, randomise patients to treatment arms ·

Ensure that trial specific investigations are undertaken as required by the trial protocol and obtain results to establish eligibility and safety to enter the trial ·

Ensure the safe administration of treatments and drugs that are given within the context of a clinical trial. ·

Monitor treatment toxicity/side effects and initiate changes to treatment or treatment cessation as required by trial protocols ·

Report and record adverse events which occur whilst patients are under trial therapy to the trial co-ordinator/Principal Investigator and relevant local and regulatory authorities

Provide continuity of care to patients and their carers throughout the trial programme. Provide specific advice and psychological support as appropriate.

Refer to other specialists as required to ensure optimum patient care. ·

Act as a primary contact point for the trial participant ·

Maintain accurate patient trial documentation, complete Case Report Forms, including the use of electronic data capture systems and ensure relevant information is recorded in patients' medical notes.

Ensure that the EDGE integrated Research database is kept up to date with all trial related activity. ·

Perform phlebotomy, blood and urine spinning as required by trial protocols, ensure the safe handling, storage and transportation of samples

RESEARCH ·

Work collaboratively with the KSS-CRN, the Lead Research Nurse, the Research and Development Department, the existing clinical trials team, multi-disciplinary teams and Allied Health Professionals to assist in maintaining and developing a clinical trials service at Frimley Health NHS Foundation Trust. ·

Implement and adhere to the principles of the International Conference of Harmonisation and Good Clinical Practice (ICH GCP), research governance standards and UK Clinical Trial Regulations where appropriate.

Support the identification of suitable new UKCRN trials for the Frimley Health R&D portfolio ·

Support the set up and management of a UKCRN portfolio of trials ·

Identify and screen for potential research participants. ·

Act as a Principal Investigator for non-clinical trials of an investigational medicinal product (Non-CTIMP) study. ·

Identify strategies for the recruitment of patients into trials, ascertain barriers to recruitment and implement action as required ·

Facilitate the informed consent process by ensuring the following:

1. The patient (and significant others) fully understands the nature of the clinical trial

2. The patient is aware that entry into the trial is voluntary and they can withdraw at any point without prejudice

3. The patient is aware of any extra procedures required by the trial 4. The consent form is completed accurately and filed as required ·

Provide support to UKCRN hosted clinical trials in the absence of colleagues across specialties ·

Ensure that data is accurately collected and appropriately stored into databases.

Forward to trial co-ordinating centres in a timely manner as necessary ·

Undertake audit, as required by the R&D department at the FHFT Hospital sites.

Assist Clinical Research Associates monitoring allocated studies with data verification and queries.

Ensure that follow up visits for research participants are conducted according to study protocol. ·

Act as a role model for excellence in the research process

MANAGEMENT

To act as clinical supervisor to junior research staff within the department and act as a role model for excellence in clinical research. ·

Be responsible for the line management of junior members of the research team.

Oversee the induction, orientation and training of new clinical trial staff to the team. · Promote and support the continued development of the clinical trials service at Frimley Health NHS Foundation Trust ·

Support the development, continued growth and maintenance of the nursing research service and assist in the review and audit annually ·

To report to the clinical governance team any adverse incident/near misses in relation to that activity.

Liaise with members of the multi-disciplinary team i.e. Pharmacists, Radiologists, Pathologists to ensure safe and smooth running of trials

To troubleshoot and identify problems to ensure smooth running of the research projects.

Support the co-ordination, preparation and submission of research to the relevant NHS REC and HRA for approval.

Manage amendments to allocated trials by preparing and providing relevant documentation for local R&D submission. ·

Ensure that all research governance approvals (both locally and externally) are in place prior to commencing the trial ·

Contribute to the development of clinical and research policies, procedures and Trust standard operating procedures (SOPs) ·

Input and maintain data recorded on the EDGE project management system used at the Trust ·

Ensure that clinical trial recruitment records are accurately maintained ·

Ensure that clinical trials are effectively archived as required · Manage and prioritise time effectively ·

Be aware of the Trust's complaints procedure and role of PALS (Patient Advice and Liaison Service).

Prepare accurate statements in response to incidents and complaints ·

Undertake regular individual performance review in conjunction with the Lead Research Nurse.

Agree personal professional development plans in line with service objectives, Network and Department of Health initiatives ·

Assist in the preparation of budgets for clinical trials ·

Attend relevant specialist nurse forums at Trust level as required ·

Be prepared to travel off-site as necessary, to attend meetings, clinics

EDUCATION AND DEVELOPMENT ·

Act as a resource for colleagues and patients in relation to clinical trials.

Ensure all relevant health care professionals are educated and supported as required enabling them to care for clinical trial patients ·

Represent Frimley Health NHS Foundation Trust as an expert research nurse in external events such as national and international conferences, committees etc

Participate in the identification of training and education needs of Trust staff and support the planning, organisation and presentation of educational programmes relating to research ·

Attend trial investigator/research nurse meetings and conferences when required ·

Maintain links with other clinical trial nurses and clinical nurse specialists across the network to share knowledge and to provide mutual support

Maintain awareness of current advances in relevant treatments, research and nursing practice and use this knowledge to maintain high standards of care for patients

Disseminate research by assisting in the preparation of posters/research papers for meetings, conferences and publications

This job description is an indication of the type and range of tasks that are expected of the post holder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the post holder to take account of changing organisational need.

This job description should be read in conjunction with the supervisory JD Addendum, available at: https://www.fhft.nhs.uk/media/2753/jd-addendum-supervisory.pdf

NHS
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PERSON SPECIFICATION

JOB TITLE: **SENIOR RESEARCH PRACTITIONER OR NURSE**

PAY BAND: **Band 7**

DEPARTMENT: **Research and Development**

CRITERIA	Essential	Desirable
Qualifications	Educated to degree level or equivalent in Health Science, Nursing / Midwifery or other relevant subject or NMC level one registration	Post registration teaching, management or mentorship qualification recordable with the NMC GCP/ICH recognized recent training
Experience	Extensive experience of working within a NHS environment in a research role . Professional knowledge and experience of clinical research Evidence of continuous personal professional development Excellent computer skills (Word, Excel, email, Internet)	
Skills & Knowledge	Evidence of leadership skills Strong problem solving and negotiation skills · Significant post registration experience of clinical trial management · You will be able to clearly demonstrate your knowledge and understanding of current UK clinical trial regulations, good clinical practice · You will have the experience to deliver specialised programmes of care, and provide highly specialised advice for patients (and healthy volunteers if applicable) who are participating in clinical trials Commitment to achieving the objectives of local Research and Development and within the wider context of the CRN. · You will be	You will be able to deal with distressed patients and/ or relatives relating to the potential / real outcomes of their health and deal with the emotional consequences of patients coming to terms with long term conditions. Occasional highly distressing or emotional circumstances imparts news of terminal illness, bereavement · Project management experience · Clinical Research Related Training

	able to plan and organise complex activities and programmes, requiring formulation and adjustment	
Special Requirements	Knowledge of clinical research/ trials Training and education of nurses and other health care professionals · Report writing and presentation skills Utilising research-based evidence · Recent use of audit · Analytical and assessment skills	Commitment to service development · Experience of the clinical care of patients/research participants enrolled in both commercial and non-commercial research Experience of working as a research nurse within the National Institute of Health Research Clinical Research Networks · Experience of working to defined metrics, including recruitment, project plan and risk analysis

Values & Behaviours	We will expect your values and behaviours to mirror those of the Trust, available at: https://www.fhft.nhs.uk/about-us/our-values/