

JOB DESCRIPTION

JOB DETAILS	
Job Title	Senior Agile Research Delivery Team Nurse/ Midwife/ Allied Health Professional (AHP)
Reports to	Agile Research Delivery Team Manager
Band	NHS Agenda for Change Band 6
Department/Directorate	Research & Development
Base	Cornwall

JOB PURPOSE
<p>The focus for this role is to lead the delivery of National Institute for Health and Care Research (NIHR) Research Delivery Network (RDN) Portfolio studies across varied health and care settings. This will require flexible working across disciplines and the Regional RDN (RRDN) region and will involve the correct identification, recruitment, delivery and follow up for research participants according to the appropriate research protocols. The post holder will be a NMC Registered Nurse, Midwife or a HCPC Registered Allied Health Professional. They will need interpersonal and leadership skills to facilitate collaborative working relationships across a breadth of stakeholders. This post may contribute to line management for and leadership of a team of research delivery staff working autonomously in a variety of specialties and settings.</p> <p>The role will work alongside different professions from multiple organisations involved in health and care research and will be an integral part of the Agile Research Delivery Team which sits within the RRDN core team. The post holder will be accountable to the Agile Research Delivery Team Manager.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>The NIHR RRDNs have three key roles.</p> <ul style="list-style-type: none"> • First, to provide support to research sites to enable the effective and efficient initiation and delivery of funded research across the health and care system in England. • Second, to enable the strategic development of new and more effective research delivery capability and capacity. This includes bringing research to under-served regions and communities with major health and care needs. • Third, to work jointly with the Coordinating Centre in the strategic oversight of the NIHR RDN. This ensures that the Portfolio is maintained as a cohort of high-quality, fully-funded, viable and deliverable studies. It also ensures that the NIHR RDN as a whole serves the needs of researchers and R&D teams and is responsive to the changing domestic and global environment for health and care, life sciences and health research. <p>NIHR RRDNs need to develop excellent relationships with the organisations commissioning and providing health and social care across their regions, which are mapped onto NHS regions and integrated care systems. They help to support research undertaken by those providers and at sites across the region, and promote research meeting the needs of local populations. NIHR RRDNs work together with an RDN national Coordinating Centre to support health and care research for the benefit of patients, the health and care system and the economy as a whole.</p>
SPECIALIST RESPONSIBILITIES
<ul style="list-style-type: none"> • Work within Nursing and Midwifery Council (NMC), Health & Care Professions Council (HCPC) or The Academy for Healthcare Science (AHCS) Code of Professional Conduct and adhere to the organisation's policies and procedures • Each registered nurse/midwife must adhere to the regulatory revalidation process, regularly maintaining their evidence, to ensure their NMC registration is kept active

- To work within relevant regulations and the International Conference on Harmonisation Good Clinical Practice (ICH GCP) ensuring that trial protocols are adhered to at all times.

KEY WORKING RELATIONSHIPS

Areas of Responsibility: Manage multiple concurrent projects and research sites, requiring flexibility and adjustment according to demand.

No. of Staff reporting to this role: This role may be responsible for line management.

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis

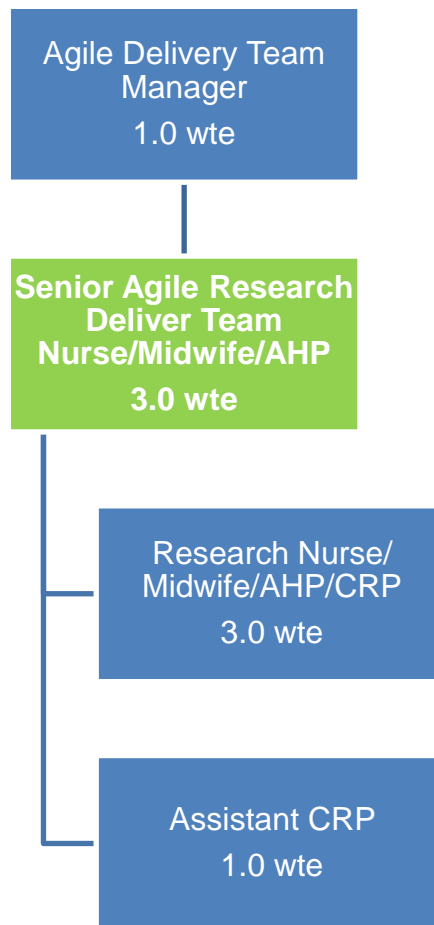
In addition the post holder will deal with the wider healthcare community, external organisations and the public.

This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • RRDN Agile Research Delivery Team • RDN Colleagues • RRDN Study Support Service • RRDN Stakeholder Engagement roles 	<ul style="list-style-type: none"> • Staff in Delivery Organisations, health and care specialities and settings • Researchers (Chief Investigators, Principal Investigators, study teams, Sponsors) • Public/local communities/ under-served communities • The ENRICH Network • Life Sciences Industry

CORNWALL ORGANISATIONAL CHART



FREEDOM TO ACT

- Work in accordance with RRDN contractual requirements (e.g. the Performance and Operating Framework) and with Host-related policies and procedures.
- Act in accordance with current legislation, including Good Clinical Practice, research governance legislation, and the Data Protection Act.
- Escalate risks that may need to be considered for the corporate risk register.
- Manages own workload seeking guidance from peers when necessary.
- Follow and make suggestions to Standard Operating Procedures

COMMUNICATION/RELATIONSHIP SKILLS

STAKEHOLDER MANAGEMENT (NHS AND NON NHS)

- Engage with, recruit and support participants from a broad spectrum of diverse communities, facilitating equity of access to research, including through the use of Be Part of Research and Join Dementia Research.
- Build relationships with research sites and settings, including those which may be research naive, enabling reach and facilitating equity of access to research.
- Facilitate effective communication of complex research study information with all relevant research personnel and research participants
- Communicates in a way which recognises difference and ensures that research participants/people feel included and their individual communication needs are met.
- Maintains confidentiality of information at all times.
- Attends, participates and contributes to Agile Research Delivery Team meetings.
- Liaises with others to discuss and negotiate issues relating to the delivery of research studies
- Undertake presentations to staff and stakeholder groups

ANALYTICAL/JUDGEMENTAL SKILLS

- Accurately perform and record a range of participant assessments and physiological measurements required, according to personal competencies and the study protocol. This may include, but not be limited to; venepuncture, blood pressure, urinalysis, weight and height.
- Appropriately document and report any serious adverse events and incidents according to regulatory requirements.
- Review research study protocols and scientific literature to identify safety aspects of research administration, and associated workload involved in running a clinical trial
- Ensure that relevant approvals are in place prior to commencing a study.
- Using appropriate manual and computerised systems, ensure accurate collection and maintenance of all research records and results, ensuring that all data can be verified.
- Provide timely information and reports to reflect recruitment of patients including timely entry to Local Project Management Systems (LPMS).
- Work directly with local IT departments and/or software providers to address problems which may occur e.g. resolving problems with on-line data submission forms.

LIFE SCIENCES INDUSTRY

- Champion the RDN's capacity and capability to support Life Sciences Industry research and the contribution of the Life Sciences Industry to the NHS and wider care settings
- Provide the Agile Research Delivery Team Services consistently, within the required time frames and to standard RDN requirements.
- Support business development activities, including: sourcing / signposting to relevant regional clinical research expertise and knowledge to support optimal research delivery.

PERFORMANCE MANAGEMENT

- Workload may be target driven (i.e. recruitment targets for research participation).
- Identify opportunities in the course of duties for service improvement projects.
- Contribute to the overarching goals of the Research Delivery Network by ensuring smooth operation of services, adhering to relevant Standard Operating Procedures (SOPs) to ensure consistent and effective service delivery
- Foster effective communication and collaboration among internal teams to enhance overall efficiency

OPERATIONAL MANAGEMENT

- Manage multiple concurrent projects and research sites, requiring flexibility and adjustment according to demand.
- Manages all aspects of study delivery including; screening. Recruitment (including taking informed consent), delivering interventions, follow ups, data management, sample collection and processing as required, across all specialties and settings.
- Contribute to the leadership and management of a dedicated research delivery and support team, with adherence to Host policies and procedures. This may include undertaking supervision, mentorship and staff reviews to identify training and development needs, and establishing how those needs will be met, and managing performance against agreed objectives.
- Assist with research related monitoring visits and inspections.

PLANNING/ORGANISATIONAL SKILLS

STRATEGIC LEADERSHIP

- Works within the scope and code of professional practice.
- Contributes to the development of professional practice within their area of work through the application of research
- Proposes changes to working practices and policies within the clinical research environment and ensures that they are implemented

- Acts as a role model for others
- Maintains links with other research staff and specialists across the research teams to share knowledge and to provide mutual support.
- Attends national meetings in relation to research as appropriate.
- Awareness of professional codes of conduct/standards, and co-ordinate professional updating and continuous development of staff within the Agile Research Delivery Team.
- Provide excellent care, working as a member of the multidisciplinary team to assess, plan, contribute to and support the implementation of research-based practice.
- Performs all visits, observations, and interventions with the participants in accordance with the procedures and schedule of the project protocol.
- With the assistance of the Senior staff undertakes the delivery of research related aspects of care of the group of study participants over the period of the study; which includes:
 - Promoting and nurturing a welcoming, professional and pleasant environment for staff and participants.
 - The assessment of patients/volunteers for eligibility for potential participation in research studies and monitoring their condition throughout their participation.
 - Assist in recruitment, follow up and data entry during the period of the research study/trial.
 - Ensures participants are fully informed of project protocol and requirements prior to obtaining fully informed consent.
 - Contributes to the delivery of a high standard of evidence based nursing care to study participants within the clinical area.
 - Provides clinical interventions to patients participating in clinical trials and the collection of appropriate clinical data for example, venepuncture, cannulation, ECG acquisition, spirometry and drug administration.
 - Provides ongoing support and information to patients and volunteers concerning their participation in studies in the community and appropriate self-care including health promotion outside of the research process
- Responsible for the reporting of adverse and serious adverse events in a timely manner.
- Support the coordination of the Agile Research Delivery Team to ensure the day to day management of the workforce to ensure that appropriate staffing and skill mix is maintained at all times across all stages of all the work the Agile Research Delivery Team supports
- Contribute to the recruitment and retention of quality staff to ensure the correct skill mix within the Agile Research Delivery Team
- Facilitate the development of other staff to ensure that the current and future portfolio of studies can be safely delivered.

PATIENT/CLIENT CARE

- Demonstrate understanding of the regional participant, carer and public impact on the research landscape.
- Ensure through professional conversations, the positive impact of patient and public involvement and engagement on the design, delivery and dissemination of research.
- Ensure all opportunities for patient, participant, carer and public feedback are optimised.

POLICY/SERVICE DEVELOPMENT

- Foster a culture of continuous improvement, seeking out opportunities for innovation.
- Support quality improvement projects as required.
- Able to analyse facts/situations and propose recommendations for improvements in the conduct of research studies.
- Suggest new improvements for national adoption, escalating local challenges and sharing all innovations.
- Undertake cross-specialty, cross-setting and Study Support Service collaborative activities for improved research delivery.

- Contributes to the development of professional practice within their area of work through the application of research.
- Proposes changes and policies to working practices within the research environment and ensures that they are implemented.
- Implements policies for own work area and proposes changes to working practice or procedures for own work area.
- Adheres to NMC or HCPC Code and Scope of professional conduct/practice and policies which govern clinical practice at local and national level.
- Works within the range of research guidelines, ethical principles and protocols, whilst adhering to organisational policies and procedures.
- Contribute to Clinical Governance at a level appropriate to the post holder's knowledge and experience.
- Identify barriers to participant recruitment and develop action plans to overcome these.
- Maintain own professional development and competence to practice.

FINANCIAL/PHYSICAL RESOURCES

- Regular responsibility for the handling of the reimbursement of patient expenses incurred as a result of study participation.
- Shared responsibility for the safe use, maintenance and storage of computers, photocopiers and other office equipment.
- Contribute to effective stock control/maintenance.
- Contributes to selection and purchase of study specific equipment and clinical supplies.

HUMAN RESOURCES

- When required, participate in the selection and interviewing of staff for the Agile Research Delivery Team.
- Participate in the induction of new staff joining the Agile Research Delivery Team.
- May supervise the work of others as directed by the Team Manager
- Actively support Agile Research Delivery Team colleagues with training and development, including wider NIHR opportunities.

INFORMATION RESOURCES

- Analyses, interprets, compares and presents a range of complex data (including research outcomes) to patient support groups and multidisciplinary team meetings.
- Provide timely information and reports to reflect recruitment of patients including timely entry to Local Project Management Systems (LPMS).

RESEARCH AND DEVELOPMENT

From October 2024, the NIHR Clinical Research Network became the NIHR Research Delivery Network (RDN). The RDN continues to support the effective and efficient initiation and delivery of funded research across the health and care system in England for the benefit of patients, the health and care system and the economy, with a name that better reflects the scope and purpose of the network to support:

- Clinical trials and other well-designed health and social care research studies (including studies that are delivered outside of an NHS setting);
- Public health studies that require the recruitment of individuals within an NHS setting (that is, acute, ambulance, mental health, community or primary care) or an episode of care which involves contact with the NHS.

The whole of England is supported through 12 NIHR Regional Research Delivery Networks (RRDNs). These work with the national Coordinating Centre to provide a joint RDN leadership function so that the NIHR RDN as a whole, functions as a single organisation with a shared vision and purpose across

England. Royal Devon University Healthcare NHS Foundation Trust is the Host Organisation for the South West Peninsula RRDN region.

PHYSICAL SKILLS

Location/Mobility

Staff are required to undertake work and alternative duties as reasonably directed at variable locations. You may be required to work at or from any additional locations as determined by the employing organisation. You will be required to travel between premises within the RRDN for the performance of your duties.

Health and Safety

All staff have a duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. All safety rules, regulations and codes of practice relating to the work area should be observed.

Staff must comply with the employing organisation's policies regarding lone workers.

PHYSICAL EFFORT

There is a frequent requirement for light physical effort for several short periods during a shift.

MENTAL EFFORT

There is a frequent requirement for concentration where the work pattern is unpredictable.

EMOTIONAL EFFORT

Occasional exposure to distressing or emotional circumstances.

WORKING CONDITIONS

Frequent requirement to use road transportation. Frequent requirement to travel around the RRDN region. Some exposure to hazards.

Working Pattern

Staff may be required to work a variety of shifts, including evenings and weekends, if appropriate to the post and it is a condition of your employment that you work such additional or different hours (including working shifts) as may be deemed necessary to perform your role satisfactorily to meet the needs of the RRDN service.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder. The post holder might be required to work across the RRDN region at any time throughout the duration of their contract, which may entail travel and working at different settings.

PERSON SPECIFICATION

Job Title	Senior Agile Research Delivery Team Nurse/ Midwife/ Allied Health Professional (AHP)
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Requirements	Essential	Desirable
<p>QUALIFICATION/ SPECIAL TRAINING</p> <p>Educated to degree level in science or health related discipline or in another field with experience of research trials or equivalent relevant experience/training and educated or working towards postgraduate degree level.</p> <p>Registered Nurse, Midwife or AHP on relevant part of the professional register (NMC, HCPC)</p> <p>Has completed or is undertaking a course in management /leadership.</p> <p>Evidence of ongoing professional development</p>	<p>E</p> <p>E</p> <p>E</p>	<p>D</p>
<p>KNOWLEDGE/SKILLS</p> <p>Knowledge of the governance and legislative framework for conducting clinical research studies, including UK Policy Framework for Health and Care Research, UK Clinical Trials Regulations.</p> <p>Knowledge of the clinical trial and health and care research lifecycle including experience of the set up of clinical research studies in a health and care setting.</p> <p>Knowledge and experience of data interpretation, verification and reporting to local and national centres.</p> <p>Good IT skills, particularly in the use of Web applications, MS Office and/or Google Hub applications</p> <p>Excellent planning and organisational skills.</p> <p>Excellent interpersonal, communication and leadership skills</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p>EXPERIENCE</p> <p>Leadership management experience in a health care setting.</p> <p>Experience of the care of patients/participants enrolled in research studies.</p>	<p>E</p> <p>E</p>	
<p>PERSONAL ATTRIBUTES</p> <p>Ability to work autonomously and to motivate self and others.</p> <p>Ability to plan and coordinate multidisciplinary activities associated with the management of research study(ies) including, where relevant, work allocation, deployment and supervision of staff to ensure smooth running of the research study(ies).</p> <p>Understanding of personal accountability</p> <p>A confident and experienced leader and manager in a health care setting.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	

Team player	E	
Adaptable/flexible approach to work.	E	
Integrity.	E	
Organised with good attention to detail	E	
Ability to work calmly, effectively and independently under pressure.	E	
Desire to maintain competence level through continuous learning	E	
OTHER REQUIREMENTS		
Ability to travel for work	E	
Current Driving Licence		D

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y				X
Contact with patients	Y			X	
Exposure Prone Procedures	Y			X	
Blood/body fluids	Y				X
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y	X			
Driving	Y				X
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y				X
Mental Effort	Y				X
Emotional Effort	Y		X		
Working in isolation	Y		X		
Challenging behaviour	Y		X		