Royal Devon University Healthcare NHS Foundation Trust

JOB DESCRIPTION

JOB DETAILS	
Job Title	Assistant Research Associate (FTC until 30th September 2024)
Reports to	Senior Research Associate
Band	5
Department/Directorate	NIHR CRN SWP/Research & Development

JOB PURPOSE

The National Institute for Health Research (NIHR) is funded through the Department of Health and Social care to improve the health and wealth of the nation through research. The NIHR is a large, multi-faceted and nationally distributed organisation.

The NIHR plays a key role in the Government's strategy for economic growth, attracting investment by the life-sciences industries through its world-class infrastructure for health research. Together, the NIHR people, programmes, centres of excellence, and systems represent the most integrated health research system in the world.

The NIHR Clinical Research Network is tasked with supporting the rapid set-up and effective conduct of commercial and non-commercial studies, so that researchers can gather the robust evidence needed to improve treatments and provide an evidence base for the health and care system. 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 research in the health and care system at every level.

Local Information

The NIHR Clinical Research Network South West Peninsula (NIHR CRN SWP) is formed from partner organisations in Somerset, Devon, Cornwall and the Isles of Scilly covering a population of approximately 2.2 million. The region includes a range of health and care providers across the South West including acute, mental health, community, primary care, social care and public health.

All the NHS Trusts are currently engaged with and recruiting to NIHR Portfolio research studies and key relationships have been built with other providers of health and care who are also embracing the opportunity to become involved with NIHR research.

For commercial studies the CRN industry team are the single point of contact for life sciences companies wanting to conduct studies, the team work closely with partners to conduct feasibility, site identification and performance manage adopted studies. The NIHR CRN industry team works closely with the post holder and clinical experts to ensure studies are both feasible and eligible to enter the portfolio. CRN will support studies from pharmaceutical companies, biotech and medical device companies, using processes and systems, which are consistent across CRNs.

The region benefits from a 'prime site' relationship with IQVIA, the largest international Contract Research Organisation. The region is also active with many other commercial partners across a breadth of specialty areas.

- To use relevant knowledge to support staff in the primary care, community, non-nhs and acute settings to identify and set up high quality National Institute of Health Research Studies.
- The post holder will support the safe conduct of research in accordance with the Research Governance Framework, and in accordance with good standards and guidelines and to provide

assurance that the rights, safety and well-being of participants are protected.

- Liaise directly with researchers across the health community, offering assistance with aspects of study set-up and delivery.

- The post holder will work with the Agile Delivery Team, Senior Nurses, Research Delivery Managers, and NHS providers to ensure research is supported across the health community.

The post will require regular travel within the South West Peninsula region

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

Work closely with the Agile Delivery Team to support the set up and delivery of research across the health community.
Work with the Senior Research Associate to provide support for study set up in primary care, community and non-nhs settings.
Manage specific projects which promote and share good practice across the health community.
Distribute and keep updated the research team protocols and pertinent trial information to partner organisations to support research set up.
The ARA will assist in the identification of suitable studies and advise on the appropriate dissemination of Expressions of interest.
Attend local, regional and national meetings as required.
As the post holder will cover a number of Partner Organisations and will be working across the health community there will be a requirement to travel around the region on a regular basis
Support research staff in patient recruitment.
Ensure timely set up of studies in primary care, non-nhs, community and acute healthcare settings.
Ensure robust expressions of interest process to ensure that primary care, community and non-nhs support the set up and delivery of studies across the health community.
Undertake other duties commensurate with grade and expertise as delegated by the Senior Research Associate.
Participation in meeting with other centres involved in studies and attending investigator meetings to update knowledge and share data.
Undertake other duties commensurate with grade and expertise as delegated by the Senior Research Associate.

KEY WORKING RELATIONSHIPS

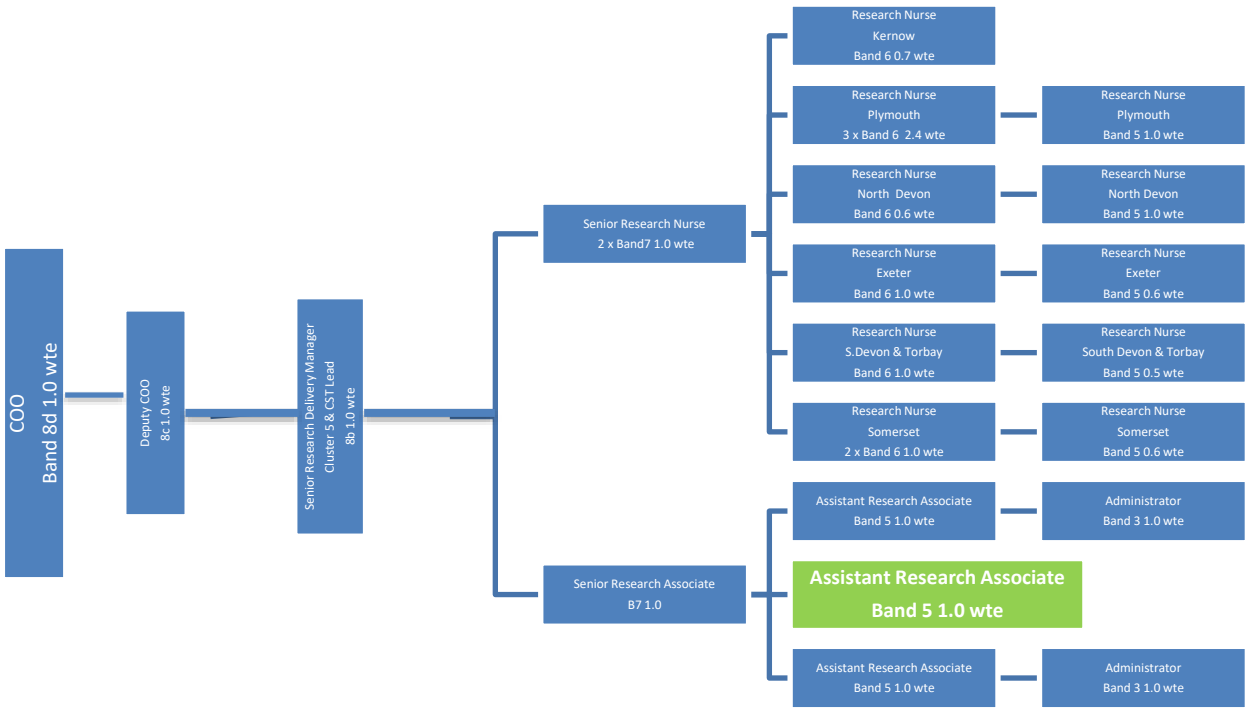
Areas of Responsibility:

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
• Agile Delivery Team • Senior Research Associate/Nurse • Research Associates • Research Delivery Managers	• General Practitioners • Principal Investigators • Practice Managers • Clinical Speciality Leads • Research and Development Teams • Study Sponsors and Clinical Research Associates • Public and Lay members

ORGANISATIONAL CHART



FREEDOM TO ACT

Work autonomously and escalate specific issues to the Senior Research Associate as required.
To work without close supervision and adhere to Clinical Governance initiatives, Code of Professional Conduct and hospital policies.
Adhere to the ICH guidelines for GCP, study specific Standard Operating Procedures (SOPs) and CRN SOPs

COMMUNICATION/RELATIONSHIP SKILLS

Excellent communication skills and the ability to convey and receive complex information.
Develop good relations with clinical colleagues across the NIHR CRN SWP region so as to engender a positive research environment and promote the NIHR portfolio.
Develop good working relations with the Primary care practices supported through the Clinical network infrastructure, particularly the Level 1 and Level 2 practices.
Communicate sensitive information about projects and assist with presentations to clinical teams

ANALYTICAL/JUDGEMENTAL SKILLS

Assess the needs of researchers across the health community in terms of project support and delivery.
Support the progress of on-going studies and escalate issues to the Clinical Support Manager and Research Delivery Managers.

PLANNING/ORGANISATIONAL SKILLS

Contribute to the NIHR CRN SWP planning process and other reporting processes as required.

PATIENT/CLIENT CARE

Deal with enquiries from Health care professionals, patients and carers.

POLICY/SERVICE DEVELOPMENT

The ARA will actively monitor progress with the research nurses for studies within allocated divisions and primary care geography, developing plans where necessary to improve recruitment where performance is poor.

FINANCIAL/PHYSICAL RESOURCES

Support the identification of resources required to deliver the studies in primary care and non-nhs and other provider organisations.

HUMAN RESOURCES

Deliver education events to ensure all staff received appropriate training and support for study delivery including the support of systems and service improvement initiatives for research delivery.

INFORMATION RESOURCES

Undertake accurate data entry using computerised and/or paper-based systems.
Assist in the preparation of accurate study reports and presentations.
To handle appropriately any personal, sensitive or confidential information.
Keep clear, concise records in terms of subject documentation and essential tracking information to support performance management.
Participate in research meetings and ensure accurate information is held on study pipeline, set up and delivery

RESEARCH AND DEVELOPMENT

Contribute to the NIHR CRN SWP planning process and other reporting processes as required.
Ensure robust expressions of interest process to ensure that primary care, community and non- nhs support the set up and delivery of studies across the health community.

PHYSICAL SKILLS

The ARA will be able to receive, handle, analyse and resolve queries promptly. Direct unresolved queries to appropriate team member.
Be able to be persuasive, motivational and negotiate on complex or sensitive issues.
Encourage clinical teams in primary, community and acute settings to take part in clinical trials by emphasising the importance of research.

PHYSICAL EFFORT

Frequent periods of sitting due to VDU use
Regular need to travel across South West Region
Rare need for manual handling of equipment

MENTAL EFFORT

Data accuracy and IT skills are essential to this role and can require frequent long periods of concentration.
Postholder will need to be able to prioritise workload even when frequently interrupted and under pressure.

EMOTIONAL EFFORT

Promote a blame free culture in reporting incidents and where appropriate support local investigation of incidents.

WORKING CONDITIONS

Remote working on occasions
Regular travel across South West Peninsula

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.

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.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

PERSON SPECIFICATION

Job Title	Assistant Research Associate

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Degree level qualification (or vocational health / science qualification and significant relevant experience)	**E**	
Trained in Good Clinical Practice		**D**
IT Qualification (e.g. CLAIT)		**D**
KNOWLEDGE/SKILLS		
An understanding of the clinical research process including Good Clinical Practice and research governance	**E**	
Proven project management skills	**E**	
Excellent IT / Internet/MS Office skills	**E**	
Able to work without close supervision	**E**	
Able to prioritise workload to respond to the changing demands of the service	**E**	
Understanding of data collection, entry and validation	**E**	
Understanding of caring for patients and volunteers	**E**	
Understanding of data collection and data entry	**E**	
EXPERIENCE		
Previous research co-ordination experience	**E**	
Experience in a clinical role e.g. auxiliary/nurse		**D**
Experience in handling tissue/blood samples		**D**
Experience of obtaining informed consent		**D**
Experience or working with databases and using reporting tools		**D**
Previous experience of auditing and monitoring research or the		**D**
Management / administration of clinical trials		**D**
PERSONAL ATTRIBUTES		
Remain calm in stressful situations	**E**	
Ability to work in multidisciplinary team	**E**	
Ability to work independently without close supervision	**E**	
Willingness to develop clinical skills (e.g. venepuncture and to handle operative tissue)	**E**	
Excellent interpersonal and communication skills	**E**	
Ability to plan prioritise and manage deadlines	**E**	
Ability to work calmly and effectively under pressure	**E**	
Accuracy to attention and detail	**E**	
Reliability and flexibility.	**E**	
OTHER REQUIREMENTS		
Flexible to the requirements of the role	**E**	
Committed to further professional development	**E**	
Ability to travel to other locations as required.	**E**	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent) R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y		Y		
Exposure Prone Procedures	N				
Blood/body fluids	Y	Y			
Laboratory specimens	N				
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				Y
Heavy manual handling (>10kg)	Y	Y			
Driving	Y			Y	
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y				Y
Mental Effort	Y				Y
Emotional Effort	Y	Y			
Working in isolation	Y		Y		
Challenging behaviour	N				