Royal Devon University Healthcare NHS Foundation Trust

JOB DESCRIPTION

JOB DETAILS	
Job Title	Senior Research Nurse
Reports to	Research Team Leader
Band	Band 6
Department/Directorate	Research and Development

JOB PURPOSE

The post-holder will support the safe conduct of research in accordance with the UK Policy Framework for Health and Social care research and Good Clinical Practice guidelines and provide assurance that the rights, safety and well-being of trial participants are protected. The post-holder will work with their locality research team to plan, implement, organise and manage research activity within community and secondary care settings.

They will coordinate and manage the relevant study portfolio and deliver recruitment accrual in line with performance and monitoring objectives. The post-holder will be responsible for the implementation and monitoring of the clinical requirements associated with research to ensure optimum delivery of clinical trials to achieve service impact. The post holder will ensure that all research procedures are conducted according to study protocols and will be accountable for the care of research participants with a focus on providing a quality experience. The post-holder is responsible for their own workload for the screening, recruitment, consent, data collection and retention of patients into research studies.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Responsible for the operational delivery of the clinical research team work-plan within the relevant specialties.
- Manage research performance within the relevant specialty in relation to team activities and study timelines.
- Collaborate across the healthcare community within the region to improve research delivery.
- Keep up to date with research management issues through liaison with other Research Specialists /Team leaders and link with national networks.
- Act as line manager for junior members of the research staff as applicable (e.g. Research Assistant Practitioner, Research HCA, and Research Administrator). This will include clinical supervision and mentorship to members of staff and students.
- Ensure all staff within sphere of responsibility have access to essential training and achieve 100% compliance.
- Be responsible for the deployment of HR policies including proactively managing sickness and performance in line with the Trust policy.
- Ensure the health, safety and security of the clinical research team within sphere of responsibility.
- Assist the Team Lead with the training and development of clinical research practitioners and administrators to ensure retention of staff and workforce development where possible.
- Lead in the delivery of education and training regarding research for the wider Multidisciplinary Team and act as an ambassador for research.
- Facilitate and maintain effective communication within the research team and between the multidisciplinary clinical team.
- Promote a blame free culture in reporting incidents and where appropriate support local investigation of incidents.
- Attend and actively participate in Trust Appraisal. Appraise other staff where appropriate.

- Manage, coordinate, implement and undertake delegated research/clinical trials and provide supervision to other research staff and students.

KEY WORKING RELATIONSHIPS

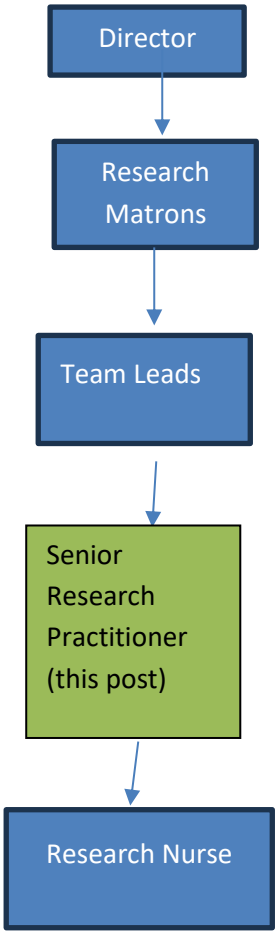
No. of Staff reporting to this role: 3

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
• Trust Research Director • Operations Director • • RRDN Speciality Leads • Head of Research Delivery and Support for Out of Hospital Settings • Research Team Leads • Research Nurses/Practitioners	• Lead Research Nurses / Practitioners • Principal Investigators • General Practices • Community Pharmacists • Study Participants and their families • Study Sponsors and Clinical Research Associates • Partner Organisations

ORGANISATIONAL CHART



FREEDOM TO ACT

- Be responsible for the care of research participants within the relevant sphere of practice and use opportunities to provide health promotion and patient education.
- Adhere to Standard Operating procedures
- Escalate on-going study performance issues to the Senior Research Nurse/Practitioner or Team Lead.
- To work alone and unsupervised at times within standard operating procedures
- To use relevant knowledge to perform all research procedures according to protocols and extend this experience to support others in the research team and other health care professionals where appropriate.

COMMUNICATION/RELATIONSHIP SKILLS

- To communicate with staff, study participants, patients, relatives, external organisations and colleagues in a courteous, professional and timely manner at all times.
- This role may require discussion of complex, sensitive information and awareness that there may be barriers to understanding the nature of research and the interventions that patients and/or relatives are asked to engage with.
- Rare exposure to challenging behaviours when working with individuals with differing needs and expectations within research participation
- Recognise the value of skilled open communication in the development of professional-patient relationships and with other members of the multi-disciplinary team.

- Facilitate and maintain effective communication within the research team and between the multidisciplinary clinical team.
- To communicate with a variety of members of the multidisciplinary team on a daily basis communicating complex trial information in a clear and effective manner.
- Communicate with the Clinical Research partners and their representatives on a daily basis attending meetings where required.
- Obtain informed consent where delegated to do so by the Principle Investigator.
- Deal with enquiries from other Health Care Professionals, patients and carers.
- Interpret research protocols and convey and handle statistical information with an ability to subsequently communicate information to practice teams and patients in an understandable format.

ANALYTICAL/JUDGEMENTAL SKILLS

- Clinical knowledge within a relevant sphere of practice is required to enable screening against specified inclusion / exclusion criteria for recruitment.
- Interpret complex information e.g. medical notes and clinical findings.
- Apply clinical reasoning skills to compare treatment options to inform the appropriate approach
- Post-holders will need to have relevant clinical knowledge and the ability to critically evaluate participants' progression through research pathways in order to respond and refer appropriately.
- Critical research evaluation and the ability to conduct feasibility will be key requirements when working on research protocols.
- Engage in early evaluation of Expressions of Interests (EOI) received with Principal Investigator and team lead to ensure feasibility of study at site is properly assessed.
- Work with the lead clinician and team lead to review complex clinical trial protocols and to develop a balanced portfolio of studies for each speciality that the post holder works across.
- Identify resource implications for individual studies and the portfolio of studies within the specialty. Work in collaboration with other healthcare teams in order to support a consistent and equitable service
- Monitor clinical standards within the Agile research locality team and escalate any issues / concerns to the Team Lead.

PLANNING/ORGANISATIONAL SKILLS

- Provide cover for other Research Nurses/ Practitioners as required, within sphere of competency.
- Work with research teams to monitor and plan in advance their research workload through robust feasibility processes and planning
- Responsible for the operational delivery of the clinical research team and line management.

PATIENT/CLIENT CARE

- Be responsible for the safe and accurate collection of research data through clinical procedures such as venepuncture, history taking, standard observations (height, weight, BP, RR, HR, SpO2 temperature) and other assessments such as ECG, physical examinations, disease specific outcome measures, questionnaires, rated scales, qualitative interviewing as required by the protocol.
- Monitor treatment toxicity/side effects and initiate changes to treatment as required by the protocol. Escalate any concerns to the Principle Investigator or relevant physician and act as a support to other members of the team.
- Centrifuge, process, track and ship samples in line with protocol requirements.
- Ensure the safe administration of any treatments and drugs given within the context of a clinical trial and act as a specialist clinical resource to the members of the team.
- Ensure accurate patient trial documentation, including the use of electronic data capture systems and ensure relevant information is recorded in patients' medical notes in a timely manner.
- Refer to other specialists as required in order to provide optimal care of the participant.

- Treat all persons encountered during the course of duties with respect and courtesy and maintain a standard of conduct which best represents the clinical trials team and the Trust.
- Work within the relevant professional code of conduct, demonstrating accountability for own actions and awareness of own limitations
- Proactively seek feedback from participants and their families during their research involvement on the standard of information and care that they have received including participating in the clinical trials patient feedback survey.
- Ensure the safe handling, storage and transportation of patient samples/bodily fluids.
- Be trained and proficient in receiving valid informed consent in the context of a clinical trial from patients as appropriate and as the study protocol specifies.
- When managing a caseload of research patients:-
    - Work autonomously to manage own caseload of patients whilst working as part of the multidisciplinary team across the health community including primary care.
    - Work without supervision, assess, plan care regimes and review patients independently as per trial protocols.
- Support patients in making an informed treatment choice by providing specialist knowledge in relation to the disease process, treatment options and treatment side effects.
- Provide on-going information, education and support to patients (and their significant others) regarding clinical trials/research and specific trial treatments.
- Liaise with all members of the multi-disciplinary team in primary care, to ensure optimal care provision.
- Implement a specialist plan of care for trials/research patients. Provide continuity of care to patients and their carers throughout their treatment programme.
- Monitor patients' condition and refer to other specialists as required to ensure optimal patient care.
- Administer trial medication, as required.
- Maintain accurate patient trial documentation, complete Case Record Forms, including the use of electronic data capture systems and ensure relevant information is recorded in patients' medical notes.
- Take a leading role in the care of research participants within sphere of competence and provide relevant health promotion and education.
- Act as a specialist resource and role model for all aspects of Research Clinical Practice in order to optimise patient care and clinical practice this may include carrying out physical assessments, conducting sample retrieval and processing, providing or coordinating interventions and treatments, clinical monitoring.
- Ensure the environment is suitable for patient care and research processes, recognising the importance of privacy, dignity and diversity.
- To provide information and support to patients and their families involved in research / clinical trials.
- Provide clear information and support to patients and carers relating to the research protocol, procedures treatment and follow-up.
- Clinical procedures: venepuncture, history taking, standard observations (height, weight, BP, RR, HR, oxygen saturations, temperature), ECG, spirometry, physical examinations, disease specific outcome measures, questionnaires, rated scales, qualitative interviewing as required by the protocol.
- Monitoring treatment toxicity/side effects.
- Sample Processing.

POLICY/SERVICE DEVELOPMENT

- Contribute to the development and implementation of clinical and research policies, procedures and SOPs.

FINANCIAL/PHYSICAL RESOURCES

- Have an awareness of the income stream relevant to Clinical Trials and work within, local and Trust wide financial and budgetary guidelines.
- Ensure accurate costings for clinical research activity in community and primary care settings during study set up. Utilise planning tools such as the intensity toolkit as required.
- Ensure research equipment is maintained in an effective working and good clinical order.

HUMAN RESOURCES

- Day to day management and clinical supervision of staff on a daily basis.
- Lead the recruitment of new junior personnel and ensure that an appropriate and safe skill mix is maintained. Work with the Team Lead to promote retention of staff.
- Undertake all mandatory training and ensure that the clinical workforce is up to date with mandatory training.
- Work clinically in differing specialties and in non-NHS and primary care settings.
- Lead in the recruitment of Research Nurses/Practitioners/research Associates within the relevant team.
- Assist the Team Lead with the training and development of clinical research practitioners and administrators to ensure retention of staff and workforce development where possible.
- Work clinically in differing specialties and in non-NHS and primary care settings.

INFORMATION RESOURCES

- Maintaining a database of practice visits, modifying, maintaining and analysing of the database information. Adhere to the Principles of the Data Protection Act in all transactions involved within the role in order to protect patient information and clinical trials agreements.
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RESEARCH AND DEVELOPMENT

- Demonstrate professional development and an in-depth knowledge of current clinical and research practice.
- Provide on-going specialised advice and information to patients and their carers/families with regard to their participation in clinical research in order to facilitate effective informed consent.
- Where appropriate receive and document written informed consent from research subjects, for their participation in research studies and support other members of the team with best practice.
- Support the Senior Management team in promoting best research practice designed to enhance nursing care of patients involved in research in the non NHS and primary care settings.
- Provide specialist information and support across specialties to research support staff and other community nurse staff, as well as clinically based staff at practice level.
- Be responsible for promoting and overseeing appropriate referral pathways and recruitment of patients to research, completing recruitment plans and processes with teams as required.
- Promote and oversee the appropriate referral and recruitment of patients to research within the department.
- Assess and evaluate the progress of on-going clinical trials and research undertaken in the department maintaining accurate records of the status of studies and providing regular updates to the department on the status of studies.
- Be responsible for running clinical trials in primary and community care.
- Support the Research Associates in promoting research in the non NHS and primary care setting
- Support patient, carer and public engagement and involvement in the primary care and non-NHS setting.
- Provide specialist advice and support to other members of the multidisciplinary team with regard to ICH GCP, R&D and REC registration and approval, project development, implementation, completion and dissemination.
- The post holder has responsibility to assess and evaluate the progress of on-going clinical trials, maintaining accurate records of the status of studies and providing regular updates to the department on the status of the studies. This will involve ensuring that EDGE (Local Patient Management System) is updated with key trial data and validated efficiently.
- Ensure NIHR metrics are adhered to and recorded accurately on EDGE.

- Assess and evaluate the progress of on-going clinical trials and research maintaining accurate records of the status of studies and providing regular updates to the Senior research nurse/practitioner on the status of the studies. Interpreting Research projects protocols and conveying and handling of statistical information, with an ability to convey information to practice teams and patients (including families) in an understandable format for the audience concerned.

PHYSICAL SKILLS

- Be proficient in relevant clinical skills for research - cannulation (as required) and venepuncture, ECG.
- Standard keyboard skills

PHYSICAL EFFORT

- Occasional requirement to exert moderate physical effort with carrying equipment to sites (Lap top, scales, height measure).
- Research offices are not based where patients are seen or recruited and the research team members are required to work across multiple sites in Primary Care and the Community across the county.
- Frequent travel.
- The role requires the ability to be flexible.
- Covering a multi Trust site portfolio or performing home visits will mean the post-holder is required to ensure they can commit to this requirement.
- Attending Investigator Meetings can mean traveling around the country or even abroad. Travel arrangements are made and costs covered by the sponsors and commercial companies but flexibility is required in order to accommodate attending these meetings.

MENTAL EFFORT

- Data accuracy and IT skills are essential to this role and combining clinical skills with these demands can be mentally difficult.
- Undertaking data entry is a requirement for this role and can often require long periods of concentration.
- There can be occasional requirements for prolonged concentration when performing IT training for a new study requiring mastering a series of IT programmes.

EMOTIONAL EFFORT

- Rare exposure or occasional indirect exposure to distressing/emotional circumstances.
- On occasion the post holder maybe required to undertake discussions about research with participants and their families during times of emotional distress.

WORKING CONDITIONS

- The post-holder maybe required respond to an incidence driven recruitment strategy and this may be achieved through use of a bleep, group WhatsApp, text, and phone call.
- Requirement to use VDU equipment on a daily basis for extended periods.
- Occasional exposure to uncontained body fluids and bloods, when taking research samples.

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.

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.

PERSON SPECIFICATION

Job Title	Senior Research Nurse

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
NMC Registered Nurse/Midwife	**E**	
Relevant Healthcare Degree or equivalent	**E**	
Research Training or equivalent to post graduate training (e.g. GCP, degree module, informed consent)	**E**	
Management or Leadership qualification		**D**
KNOWLEDGE/SKILLS		
Knowledge of the Research Governance Framework and Good	**E**	
Clinical Practice Guidelines	**E**	
Knowledge of clinical trials & research methodologies	**E**	
Knowledge of data collection and data entry for clinical trials	**E**	
Pertinent clinical skills including venepuncture	**E**	
IT skills including ability to work with databases	**E**	
Ability to organise and prioritise own workload and work to tight deadlines	**E**	
Ability to make independent decisions	**E**	
Critical appraisal skills	**E**	
Good leadership skills and proven managerial ability		**D**
EXPERIENCE		
Experience of clinical research within the NHS/healthcare setting	**E**	
Broad and recent clinical experience relevant to the post	**E**	
Proven record of meeting participant recruitment targets		**D**
Line Management experience within the NHS/healthcare		**D**
Experience of delivering commercial and academic research		**D**
PERSONAL ATTRIBUTES		
Ability to work autonomously	**E**	
High level of interpersonal and communication skills	**E**	
Flexible and adaptable	**E**	
Willingness to learn, instigate and develop efficient working systems	**E**	
Ability to work cohesively as a member of a team	**E**	
Willingness to undertake any necessary training and development to enhance work performance	**E**	
Commitment to openness, honesty and integrity in undertaking the role	**E**	
Willingness and ability to work across the healthcare community	**E**	
OTHER REQUIRMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	**E**	
Ability to travel to other locations as required.	**E**	
UK driving licence and access to a vehicle	**E**	

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				
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			