

JOB DESCRIPTION

Job Title:	Research Support Worker
Band:	3
Responsible To:	Research Nurse/ Practitioner
Accountable To:	Lead Research Nurse
Section/Department/Directorate	Research and Development/ Nursing Directorate

Job Purpose:

- The post holder will work as part of the clinical research team to support the safe conduct of research in accordance with the Research Governance Framework 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 under the direction of the Research Nurse and the Principal Investigator using their skills and knowledge.
- The post holder will work with the clinical research team to provide technical, practical and clinical assistance for research projects. The post holder will assist in the implementation and monitoring of the clinical requirements associated with research to ensure the optimum delivery of clinical trials. S/he will support the team to ensure research procedures are conducted according to the study protocols and will focus on providing a quality experience for research participants

Key Working Relationships:

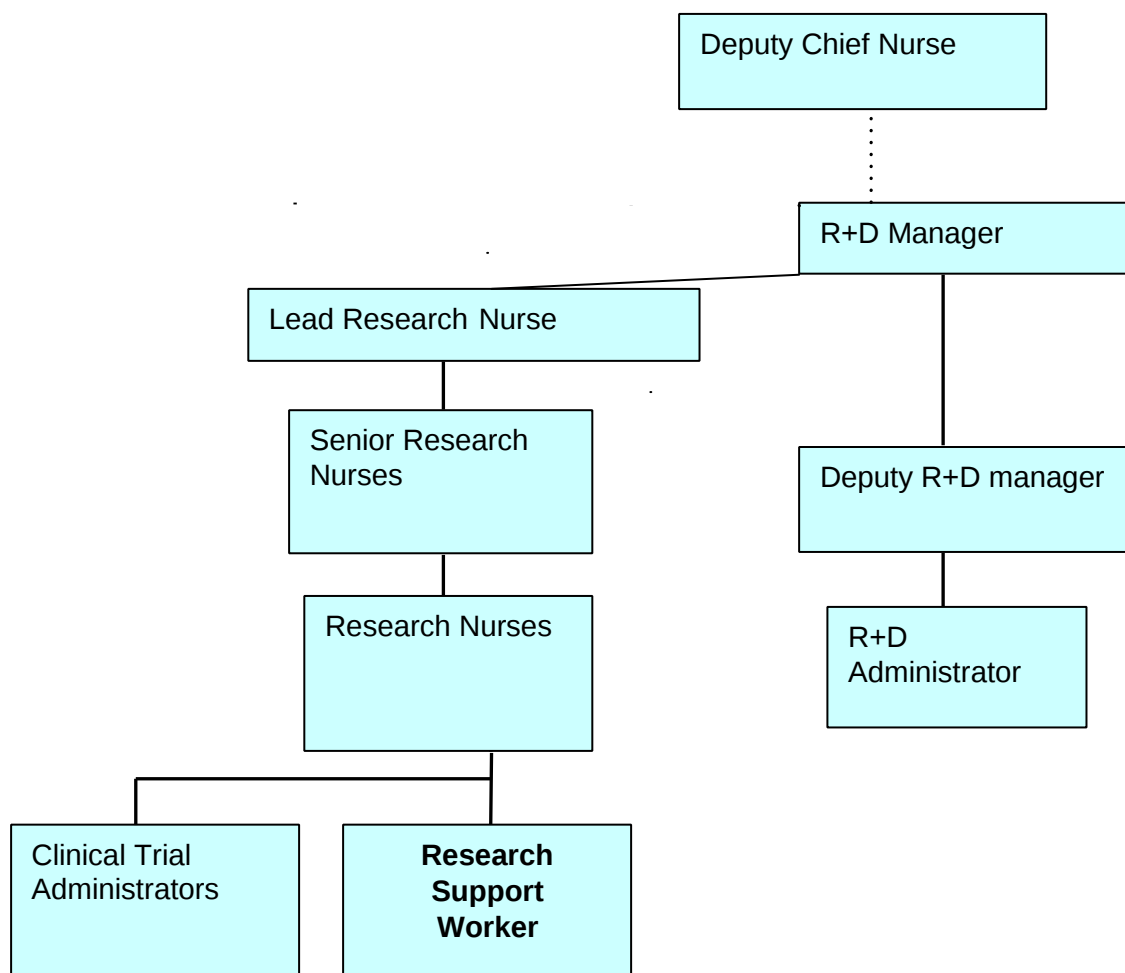
- Clinical research team
- Research and development team
- Trust multidisciplinary team
- Reception staff
- Study participants and their families
- Pharmacy and other relevant departments in the Trust.
- Clinical trials offices
- Clinical Research Network teams

Dimensions:

Lone working
Remote working without direct supervision

Teaching and appropriate involvement with the development of peers and other relevant team members, carers and clients

ORGANISATIONAL CHART



Line Mangement —————Key Result Areas/Principal Duties and Responsibilities:

Communication and Relationship Skills

Communicating and building relationships with clients, families and professional partners utilising tact and empathy.

Act at all times in a manner which illustrates respect for privacy dignity and confidentiality This role requires good communication skills, verbal, written and use of IT.

Analytical and Judgement Skills

Straightforward job related facts, may assess patient conditions/comfort of patients.

Planning and Organisational Skills

Plans patient's visits feeding back appropriately.

Works without direct supervision of the registered practitioner, prioritises own tasks under the appropriate delegation of the registered practitioner

Physical Skills

A range of clinical skills including for example manoeuvring wheelchairs, using hoists, venepuncture.

Responsibility for Patient and Client Care

Assist in the clinical care of research patients in accordance with the specifications of each research study. Help to ensure that trial specific investigations and procedures are undertaken as required by booking relevant investigations and assisting patients when necessary.

With training and support, screen and identify patients suitable for clinical research.

To always work within own competence.

To demonstrate clinical competence developed through continual professional development, reflective practice and maintain a skills portfolio relevant to the service specification.

To undertake training to develop a range of knowledge and skills in order to deliver high quality clinical interventions.

To recognise and appropriately address risk factors to clients and carers within their healthcare setting and feedback appropriately to the registered practitioner. To undertake interventions recognising, recording and reporting all changes in the patient's condition to the appropriate professional at the earliest opportunity.

To report any untoward incidents, complaints and clinical emergencies to the appropriate professional within the appropriate timescale.

Responsibility for Policy and Service Development

To work to Trust Policies

Adhere to relevant Standard Operating Procedures without direct supervision

To maintain Trust Standards of clinical governance

To support professional Standards of Practice

Responsibility for Financial and Physical Resources

Support the efficient use of resources by ensuring that research areas are adequately stocked and maintained in order to ensure a safe and efficient environment for staff and patients.

Ensure that research equipment is maintained and calibrated and that relevant logs are updated.

Responsibility for Human Resources

Supporting the training and supervising of new staff, pre registration students, NVQ candidates, work experience students, support workers, formal and informal carers

Individual responsibility for ensuring attendance at mandatory training updates

Responsibility for Information Resources

Ensure accurate patient trial documentation, including the use of paper and electronic data capture systems and ensure that relevant information is recorded in the patients' medical notes in a timely manner. Inputting, storing & providing information relating to patient records.

Responsibility for Research and Development

Assist with the maintenance of the Trial Site File. Assist with study set up and close down procedures Support external audit and monitoring visits.

Process track and ship samples in line with protocol requirements

Decision Making

Acts on own initiative delivering patient care in the community or hospital, under the supervision of the Research Nurse.

Physical Effort

Daily work involves frequent driving, sitting/standing, and walking, moving equipment, manual handling in restricted positions.

Working hours negotiated according to service need.

Mental Effort

Understanding of a range of procedures which are evidenced based

- Community procedures
- Clinical observations
- Basic life support
- Support implementing and evaluating patient care.

- Infection control

Instigate emergency procedures i.e. finding a collapsed patient and commencing basic life support

Accurately completing and maintaining effective patient's records including addressing confidentiality issues.

Work pattern is unpredictable and subject to interruption i.e. calls being prioritised, other work colleagues, family /patient/ carers needs

Emotional Effort

Caring for patients with terminally illness, chronic conditions and their families, carers and friends. This may include having to break bad news or give distressing news to patients/relatives/carers and dealing with emotional circumstances.

Working with patients with mental health, learning disabilities and challenging behaviour.

Working Conditions

Frequent daily contact with

- Body fluids eg faeces, vomit
- Smells
- Infections
- Dust
- Occasional exposure to unpleasant working environment
- Driving Hazards
- Transportation of samples in own vehicle

GENERAL

- This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
- We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.
- We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.
- We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.
- The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.
- All employees must demonstrate a positive attitude to the Trusts equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.
- If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

SAFEGUARDING

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.
- 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. Northern Devon Healthcare Trust ensures that the Trust's Child Protection and Safeguarding Adult policies and procedures are promoted within the Trust and adhered to by all members of staff.

HEALTH AND SAFETY AT WORK

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

INFECTION CONTROL

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

CONFIDENTIALITY

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Manager's Signature:

Date:

PERSON SPECIFICATION POST: Research Healthcare Assistant- Higher Level (Band 3)

REQUIREMENTS	E/D *	HOW TESTED? Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE (1 Low – 10 High)
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Laboratory Specimens Proteinacious Dusts	Y	Clinical contact with patients	Y	Performing Exposure Prone Invasive Procedures	
Blood/Body Fluids	Y	Dusty Environment		VDU Use	Y
Radiation		Challenging Behaviour	Y	Manual Handling	Y
Solvents		Driving	Y	Noise	
Respiratory Sensitisers		Food Handling		Working in Isolation	Y
Cytotoxic drugs		Night working			