

## The Newcastle upon Tyne Hospitals NHS Foundation Trust

### Job Description

#### 1. Job Details

**Job Title:** Research Nurse

**Band:** 6

**Directorate:** Clinical Research

**Base:** Trust wide

#### **Essential Requirements**

- Registered Nurse (appropriate to branch).
- Academic attainment at diploma level and prepared to undertake degree level study.
- Substantial post registration experience in clinical specialty area and/or clinical research delivery
- Meets Nursing and Midwifery council requirements for mentorship
- Excellent IT knowledge/skills.
- Advanced interpersonal and communication skills.
- Advanced clinical skills (i.e., venepuncture, cannulation, ECG) An understanding of the application of research in the clinical governance agenda.
- An understanding of research governance and the research process
- High level of organisation and time management skills.
- Ability to work on own initiative.

#### **Desirable Requirements**

- Academic attainment at degree/masters' level
- Experience related to information retrieval and research application.
- Experience of supporting clinical research delivery
- Experience of working within specialty.
- Evidence of current role expansion that can be applied to the role.
- Experience of mentoring junior staff.
- Experience of project management

#### 2. Job Purpose

- To participate in the creation and maintenance of a high-quality clinical research environment.
- To initiate and manage nursing activities related to academic studies and clinical trials, from initiation to termination, according to ICH good clinical practice guidelines.
- Supervise junior members of the team.

### 3. Dimensions

- Contributes to the development of evidence-based practice and the body of professional knowledge.
- Suitable post for an individual who has broad clinical skills and wishes to develop advanced clinical assessment techniques and skills and actively participate in clinical research.

### 4. Organisational Arrangements

<b>Reports to:</b>	Research Matron via the Senior Research Nurse/Sister/Charge Nurse Team Lead
<b>Accountable to:</b>	Research Matron via the Senior Research Nurse/Team Lead
<b>Professionally accountable to:</b>	Executive Chief Nurse
<b>Responsible for:</b>	In the absence of the Senior Research Nurse/Sister/Charge Nurse - Team Lead the post holder will have day to day responsibility for junior team members including research nurses, midwives, clinical trials practitioners, clinical trials assistants etc

### 5. Knowledge, Training and Experience

- Please see Essential Requirements.

### 6. Skills

#### **Communication and Relationship**

- Facilitates and maintains effective communication with the research team and study participants, their relatives and the multidisciplinary team involved in their care
- Provides and receives complex information in the process of explaining study involvement and obtaining informed consent. Discussion of alternative treatment, benefit and harm need to be explicit.
- Utilises advanced communication skill to communicate sensitive information as a number of participants have life threatening illness/complications, maybe elderly and/or have mental ill health. Persuasive skills need to be applied to encourage patients to follow study requirements and/or take medication and attend follow up.
- Promotes and nurtures a welcoming, professional and pleasant environment for all staff and participants.
- Maintains due regards for the sexual orientation, age, customs, values and spiritual beliefs of patients in accordance with “equal opportunity” practices.
- Acknowledges and accommodates barriers to communication and understanding including speech, hearing, language and emotion.

- Communicates within the project management team and other multidisciplinary staff involved in the project within the hospital, other hospitals, the university, sponsors and funders.
- Participates in multidisciplinary meetings.
- Liaises effectively to ensure appropriate and continuous primary and secondary care.
- Communicates to the Senior Research Nurse/Team Lead regarding research subjects, trial progress, workload issues and personal development.

### **Analytical and Judgement**

- Exercises clinical judgement in response to patient observations and status.
- Initiates emergency action when required e.g., cardiac arrest, anaphylaxis management, fire, critical incidents.
- Ensures participants are fully informed of study protocol and requirements prior to obtaining informed consent taking into consideration the patient's eligibility to enter the study.
- Assess issues and considers alternative options relating to patient care and safety.
- Considers and takes appropriate action in the event of unexpected results/machine failures (e.g., in- house blood glucose analysers).
- Collects, records, verifies and enters study data with a high degree of accuracy and in accordance with the principles of ICH Good Clinical Practice.
- Acts in the best interests of the research subjects to ensure their rights are upheld.
- Interprets clinical results, i.e., laboratory results and ECGs.
- Possess the analytical skills to determine causality of adverse events arising from patients with pre-existing medical disorders concurrently participating in clinical trials/research studies and reports these in a timely manner according to the protocol.

### **Planning and Organisational**

- Undertake the research related aspects of care for participants of multiple research studies.
- Contributes to the planning and logistics of the trial adhering to programme of care as defined by the research protocol. This requires complex forward planning to ensure participant compliance with the study requirements.
- Organise own work on day-to-day basis.
- Coordinates the visit schedules of the study participants
- Ensures the most appropriate venue of contact is offered to study participant' i.e., hospital inpatient, hospital outpatient, community setting.
- Will be expected to facilitate the development of other staff and contribute to core research training within the department.
- Will delegate/allocate work to the team in the absence of the Senior Research Nurse/Sister /Charge Nurse- Team Lead.

### **Physical Dexterity**

- Maintain those skills appropriate for a Registered Nurse (appropriate to branch)
- Maintains and develop IT skills in order to utilise standard PC packages and Trust systems.
- Utilises repeated, rapid and accurate hand eye co-ordination and manipulation of fine tools and materials, i.e., spirometry, ECGs, anthropometric measurement

cannulation, venepuncture, separation and spinning of serum samples to provide appropriate specimens to meet the research protocol.

## **7. Key Result Areas**

### **Patient and Client Care**

- 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 study protocol.
- With the assistance of the Senior Research Nurse/Sister/Charge Nurse - Team Lead undertakes the management of the research related aspects of care of a 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 research and monitoring their condition throughout their participation.
  - Assist in recruitment, follow up and data entry during the period of the trial.
  - Ensures participants are fully informed of study 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 for example, venepuncture and cannulation, ECG acquisition, IV drug administration.
  - Provides ongoing support and information to patients and volunteers with regards to their participation in the clinical trial and appropriate self-care including health promotion outside of the research unit.
- Maintains and calibrates specialist equipment for use on patients/clients (e.g., Blood glucose analysers).
- Responsible for the reporting of adverse and serious adverse events in a timely manner under the overall supervision of the Senior Research Nurse/Sister/Charge Nurse - Team Lead.

### **Policy and Service Development Implementation**

- Adheres to NMC Code and Scope of professional conduct/practice and policies which govern clinical practice at local and national level including Trust policies
- 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.
- Observes the confidentiality of patient information at all times, in accordance with the Data Protection Act and Caldicott regulations.
- Contributes to the development of nursing practice within their area of work through the application of clinical research.
- Proposes changes and policies to working practices within the clinical research environment and ensure that they are implemented.

### **Financial and Physical Resources**

- Regularly responsible for the handling of patient valuables and 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**

- Comply with Dignity and Respect at Work Policy.
- Promote equality and diversity.
- Comply with Trust Health and Safety Policies.
- Monitor Health and Safety of self and others.
- Attends mandatory updates.

#### *Management*

- Will be expected to supervise other grades of staff, under overall supervision and guidance of the Senior Research Nurse/Sister/Charge Nurse - Team Lead.
- Contribute to the recruitment and retention of quality staff.
- Will be expected to facilitate the development of other staff.

#### *Education*

- Participate in the education of participants, carers, colleagues and learners, at a level appropriate to the post holder's knowledge and experience.
- Participate in the development, contribution and evaluation of educational programmes within the research team.
- Supervises a small number of students or junior staff seconded to the unit and completes work-based assessments for these staff.
- Supports health promotion and patient education.

#### *Leadership*

- Act as role model for others.

### **Information Resources**

- Responsible for collecting, recording, verifying and entering study data into the trial database with a high degree of accuracy.
- Access and records patient information utilising information technology.
- Competent in and uses on a daily basis word, excel, database programs and Trust systems
- Regularly uses software to develop documents or reports, including spreadsheets for external agencies where manipulation of the formulae is required (e.g., electronic data capture).

### **Research and Development**

- The delivery of clinical research is a major job requirement. The post holder will take the day-to-day lead responsibility for multiple studies.
- Contributes to the development of research proposals and protocols where expertise is sought.
- Contributes to the development of nursing practice within their area of work through the application of clinical research.
- Will develop research knowledge and advanced clinical skills including assessment techniques as required to meet the needs of the team.

## **8. Freedom to Act**

- Manages own workload but may defer to line manager when necessary for help and support.
- Works within the scope and code of professional practice.
- Is guided in practice by Trust policies, clinical trial protocols and clinical standard operating procedures.
- Expected to manage day to day activity of the project in the absence of Senior Research Nurse/Sister/Charge Nurse - Team Lead.
- Workload may be target driven (i.e., recruitment targets for clinical trial participation).

### *Clinical governance*

- Understands the application of research within the clinical governance agenda.
- Is aware of and complies with research governance frameworks and ethical principles.

## **9. Effort and Environment**

### **Physical Effort**

- The post holder will be frequently exposed to episodes of light exertion. For example: whilst moving and handling patients with physical limitations or who are attached to medical devices.
- The post holder may be required with appropriate aids to physically manoeuvre heavy pieces of equipment.
- The post holder may be required to sit for extensive lengths of time in a restricted position inputting data into trial database.

### **Mental Effort**

- Frequent requirement for concentration when undertaking research activities for example:
  - Collecting, recording, verifying and entering study data with a high degree of accuracy.
  - Telephone interaction with trial participants.
  - Report writing and case note review with internal and external monitors/auditors.
  - Assessment of information provision and patient understanding to ensure informed decision making.

### **Emotional Effort**

- The post holder will be exposed, more than once a month, to circumstances that are distressing or emotional.
- They may frequently be required to support participants during the discussion and decision-making process regarding trial entry with patients who have exhausted all conventional treatments.
- The post holder will be required to evaluate and participate in the management of side effects of trial drugs which are not predictable at the time of study entry. This may place an emotional burden on staff members.

### **Working Conditions**

- Frequent episodes of exposure to VDU screens whilst inputting trial related data.

- Frequent exposure (daily) to bodily fluids, for example the post holder will be required to obtain specimens from patients (stools, blood, saliva) as part of protocol requirement

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**Signed:** ..... **Date:** .....  
(Post holder)

**Signed:** ..... **Date:** .....  
(Directorate Manager or equivalent)

**The Newcastle upon Tyne Hospitals NHS Foundation Trust**

**Person Specification**

**JOB TITLE:** Research Nurse

**BAND:** 6

**DIRECTORATE:** Clinical Research

<u>REQUIREMENT</u>	<u>ESSENTIAL</u> Requirements necessary for safe and effective performance of the job	<u>DESIRABLE</u> Where available, elements that contribute to improved/immediate performance in the job	<u>ASSESSMENT</u>
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>Registered Nurse (appropriate to branch)</li> <li>Academic attainment at diploma level and prepared to undertake degree level study.</li> <li>Meets Nursing and Midwifery council requirements for mentorship</li> </ul>	<ul style="list-style-type: none"> <li>Current driving licence if relevant to role</li> <li>Academic attainment at degree/masters' level</li> </ul>	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>An understanding of the application of research in the clinical governance agenda.</li> <li>An understanding of research governance and the research process.</li> <li>Substantial post registration experience in clinical speciality area and/or clinical research delivery.</li> <li>Evidence of research activity and ability to demonstrate research competency.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within speciality</li> <li>Experience of supporting clinical research delivery</li> <li>Experience related to information retrieval and research application</li> <li>Experience of mentoring junior staff.</li> <li>Evidence of current role expansion that can be applied to the role.</li> <li>Experience of project management</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Excellent IT knowledge/skills</li> <li>Advanced interpersonal and communication skills</li> <li>Advanced clinical skills (i.e., venepuncture, cannulation, ECG)</li> <li>High level of organisation and time management skills</li> <li>Ability to work on own initiative</li> </ul>		
<b>Values / Behavioural / Attitudes</b>	<ul style="list-style-type: none"> <li>Ability to work on own initiative.</li> <li>Motivated and enthusiastic.</li> </ul>		
<b>Core Behaviours</b>	<ul style="list-style-type: none"> <li>Alignment to Trust Values and Core Behaviours</li> <li>Take personal responsibility to:               <ul style="list-style-type: none"> <li>engage with the Trust's Climate Emergency Strategy and Sustainable Healthcare in Newcastle (SHINE) initiatives.</li> <li>assist in embedding our sustainability values into everyday practice; and</li> <li>help ensure such practice is applied consistently by you and your colleagues</li> </ul> </li> </ul>		

**CANDIDATE:**

**REFERENCE NO:**

**SIGNED BY:**

**DATE:**

**DESIGNATION:**