

Working for North London Mental Health Partnership

The partnership between **Barnet, Enfield and Haringey Mental Health NHS Trust (BEH)** and **Camden and Islington NHS Foundation Trust (C&I)** is going from strength to strength since it was originally established in 2021 forming the **North London Mental Health Partnership**.

Why choose to join the Partnership?

- We believe that by working together, our two Trusts can achieve more for the residents of North Central London and our patients than we can by working apart.
- Deliver the best care using the most up-to-date practise in supporting those with mental health illnesses.
- Transforming and creating a positive environment for our service users, staff and visitors.
- Creating and working together to become a great place to work for all our staff.
- We offer flexible working, a wide range of health and wellbeing initiatives, NHS Pension and so much more.
- Generous Annual Leave Allowance
- NHS Discounts in a large variety of retail stores and services.
- We have excellent internal staff network support groups.

The postholder will need to be comfortable working in an environment of complex matrix management arrangements and will at all times behave and align with our Trusts' values and cultural pillars:



Job Description and Person Specification

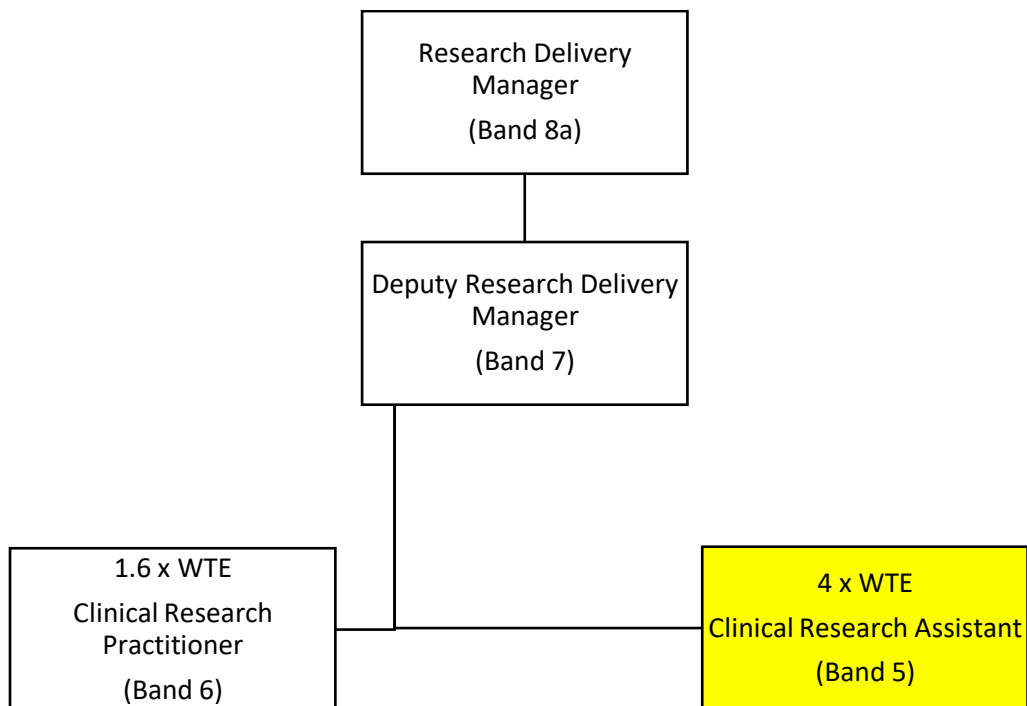
Job Title	Clinical Research Assistant (CRA)
Band	Band 5
Hours Of Work	37.5 hours
Location (BEH, C&I, Both)	BEH. However, you may be required to work at any other location, across the North London Mental Health Partnership (NLMHP).
Specialty/Department	Research & Development
Accountable To	R&D Director
Responsible To	R&D Delivery Team Manager

1. Job Summary

The role of the Clinical Research Assistant (CRA) is to work flexibly across BEH, as part of the North London Mental Health Partnership (NLMHP), to identify potentially eligible participants for a range of mental health, dementia, neurodegenerative and other related research projects, to provide information and support for public and private organisations (e.g. care homes) and other appropriate NHS services, their staff, service users, family members and members of the public involved in research projects. The post holder will ensure consent and data collection is carried out according to study protocols and good clinical practice.

The post holder will be supporting the NLMHP Research & Development Delivery Team, in the day-to-day delivery of the mental health and neurological disorders Divisions' service and meeting the needs of the trusts' remit and vision, in line with NIHR objectives. The post holder will contribute to the successful delivery of specialty-specific national and local objectives and Key Performance Indicators (KPIs) regarding increasing recruitment to research studies using this service.

Organisational Position



2. Relationships/Communications

The post holder is expected to establish and maintain positive interpersonal relationships with other staff members characterised by trust, mutual respect, and open, honest communication.

Internal Relationships

Members of the R&D Delivery team

R&D Manager

R&D Director

Chief Investigators & Principal Investigators at NLMHP

External Researchers working at NLMHP

Service team staff across NLMHP (service managers, consultants, doctors, nurses, OTs, psychologists, and other clinicians)

Service users, carers and the public

Care Home staff/Managers/residents and family members

External Relationships

Study teams from other sites / trusts

CRN Research Delivery Manager and Divisional core staff

Other Clinical Research Network Staff including the Senior Management Team
Industry & Business Development function staff
NIHR Clinical Research Network Coordinating Centre Staff
Higher Educational Institute R&D Units and Clinical Academics
Other stakeholder groups

3. Key Responsibilities

The post-holder will undertake a range of duties that assist R&D in delivering on CRN North Thames performance metrics and objectives regarding recruitment to Divisional research studies for NLMHP, including but not limited to:

Recruiting research participants to CRN: North Thames portfolio of studies mainly focusing on Mental Health, Dementia and Neurodegenerative disorder, and Neurological studies.

Assisting with the timely set-up of portfolio studies, including supporting feasibility, governance processes, identifying potential participants, discussing research with potential participants, taking consent and problem-solving to ensure performance targets are met.

Working flexibly across NLMHP, to meet the needs of the trusts research activity with the main aim to increase recruitment to portfolio studies at both trusts.

Delivery of protocol-driven research and providing on-going advice and information in collaboration with participants, carers, relatives and the multidisciplinary team, ensuring adherence to policies, ICH-Good Clinical Practice and NHS Research Governance Framework.

To maintain close links with health care services and departments across the CRN North Thames, as well as with R&D departments (and their delivery staff and study teams), overseen by Noclor.

To actively promote research amongst trust staff, service users, carers, relatives and the public.

3.1 Relationships/Communication

- The post holder will work with the Divisional team and partner organisations to ensure they have communicational material required to implement and deliver on local and national initiatives.
- To communicate effectively and sensitively with a wide range of stakeholders including Professors, clinicians, service users, carers and family members of service users and the public.
- To be able to receive and provide complex information.
- To be able to exchange information with staff and members of the public using tact, sensitivity and empathy.

- Contribute to communicational material, on behalf of the NLMHP, on local implementation of initiatives such as newsletters, staff briefings and good news stories.
- Assist the Research Consultants or R&D Director in promoting research events.
- To work effectively as a team member and communicate clearly and respectfully with others.

3.2 Responsibility for Administration

- The job Holder will be required to plan and organise meetings
- The job holder will responsible for ensuring records are kept up to date

3.3 Responsibility for IT and Digital Systems/Services

- The Job Holder will be responsible for IT devices allocated to them by the Trust.
- The job holder will be expected to regularly update and maintain databases and spreadsheets and records for their work activities

4. Clinical Responsibilities

- To ensure that research protocols are adhered to by Clinical Research funded researchers and study teams and breach of protocol reported in accordance with relevant guidelines
- To have detailed knowledge, understanding and experience of relevant policies, standards and legislation relevant to research and clinical trials.
- To follow trust policy in promptly reporting all accidents and incidents. Undertaking investigations or delegating to appropriate others when called upon to do so.
- To safeguard the interests of research participants by ensuring that relevant legislation, guidance and policies are complied with.
- Act as a resource and support to patients and their relatives, explaining practical aspects of clinical trials and standard protocols, assisting and supporting local research teams.
- The post holder will work with the Patient and Public Involvement team, to contribute to patient, carer, and public involvement and engagement specific to the division.
- Support the equity of access for patients to research, across BEH Trust.
- The post holder will always promote the Trusts processes and infrastructure for service user and carer involvement in research to researchers within and external to the organisation

5. Operational Responsibilities

- To ensure that all duties within the role are delivered in accordance with trust policy and professional registration practice. Ensuring that professional registration requirements are met and that registration is maintained.
- To be managed by and receive supervision from a nominated line manager, including annual review of performance as part of the appraisal system.
- To act as a role model to other staff. On occasions will be called upon to supervise and mentoring trainees and other staff.

6. Research And Development

- To utilise evidence-based literature and research to support evidence-based practice in the post holders own work and work with other team members.
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- To undertake appropriate research and provide advice to other staff undertaking research
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- To participate in and contribute to service evaluation with colleagues within the service, to help evaluate and improve service provision.

7. General

- All staff are responsible for the continual compliance with CQC standards and outcomes.
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- The postholder must be aware of, and work in line with, the Trust's Safeguarding Adults and Children procedures.

8. Personal Development

All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided and development opportunities agreed in line with service and skills competency framework.

Mandatory Trust Responsibilities

Amending The Job Description

This is a newly created role and it is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the postholder. This will be done in consultation with the postholder, and it is hoped that agreement can be reached to any reasonable changes.

Probationary Period

This post is subject to the requirements of a six month probationary period scheme for new staff only.

Confidentiality

The post holder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The postholder must respect patient named confidentiality in keeping with “**Caldicott principles**”.

Code Of Conduct

North London Mental Health Partnership has a code of conduct for all non-registered staff in a direct care role. As an employee of the Partnership, you are expected to comply with this code at all times, and any breach of it whilst in practice will be investigated by the Trust.

Copies of the code of conduct can be obtained from the Human Resources Department and it is also available on the Camden and Islington NHS/Barnet Enfield and Haringay intranet.

Data Protection

All staff who contribute to patients’ care records are expected to be familiar with, and adhere to, the Trust’s Standards of Records Keeping Policy. Staff should be aware that patients’ care records throughout the Trust will be subject to regular audit.

All staff who have access to patients’ care records have a responsibility to ensure that these are maintained efficiently, and that confidentiality is protected in line with the Trust’s Confidentiality of Health Records Policy.

All staff have an obligation to ensure that care records are maintained efficiently, and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

Professional Registration

If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body’s code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.

You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.

Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.

If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore, throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk Management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receive appropriate training, that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Governance Committee or Risk and Assurance Committee if resolution has not been satisfactorily achieved.

Policies & Procedures:

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The postholder is also expected to be aware of the Trust's Risk Management Strategy which includes the responsibilities placed on them by the Health & Safety at Work etc Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Trusts' Safeguarding policies and procedures, act promptly on concern, communicate effectively and share information appropriately.

Health And Safety

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work etc Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for the other employees and visitors.

Infection Control

Employees must be aware of the responsibilities placed upon them by The Health Act (2007) to ensure they maintain a safe, infection free environment. This includes the knowledge and understanding of the management of infected patients and the principles of Standard Infection Control Precautions including the correct technique for Hand Washing and the appropriate use of Personal Protective Equipment (PPE)

General

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy.

The postholder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As the Trust develops, the requirements of the job may change and the postholder is expected to adapt to these changes.

Equal Opportunities Policy

The Trust operates in a multi-ethnic area. All members of staff are expected to take into account the need for equality in all areas of work.

All employees are expected to abide by the Trust's equal opportunities policy, failure to do so could result in disciplinary action up to and including dismissal.

Person Specification

Post Title:	Research A	Grade:		Review Date:	
Speciality		Division			
Org Name					

Selection Criteria	Essential Criteria	Desirable Criteria	Means of Assessment Application (A) /Interview (I)
Qualifications/ Registrations	Good first degree (in Psychology or health related field), or relevant experience in a research setting	MSc in Psychology or other health related field	A/I
		Good Clinical Practice certificate	A/I
Skills/ Abilities	Good knowledge of the principles of research	Certification and experience in standard assessment scales like PANNS and HAM-D	A/I
	Knowledge of the processes that are required to conduct research in the NHS (e.g. gaining a favourable ethical opinion, Trust R&D approval).	Knowledge of the governance standards that apply to research in the NHS (e.g. Medicines for Human Use Clinical Trials Regulations).	A/I

	Experience of working with MS Office in particular MS Excel, as well as Word, Outlook, PowerPoint.	Experience of managing projects.	A/I
	Experience of working with people receiving healthcare for mental health, dementia and neurodegenerative and neurological disorders.		A/I
Experience/ Knowledge	Excellent written, verbal, interpersonal and communication skills with the ability to communicate and work effectively with people at all levels across a range of organisations.	Ability to analyse facts or situations, investigating a variety of issues and proposing solutions; dealing with complex enquiries.	A/I
	Demonstrable problem solving skills.		A/I
	Desire to facilitate and support investigators with their research studies, maintaining a problem solving and customer-focused approach.		A/I
	Well organized and skilled in time management with ability to meet deadlines and also work with several projects simultaneously		A/I
	Ability to work on own initiative, making decisions and using organisational and time management skills to meet tight deadlines.		A/I
	Good team player and able to motivate oneself and work independently.		A/I
Personal Qualities	Flexibility of working hours may be required to ensure deadlines are met.	A desire to develop knowledge and expertise within research.	A/I
	Able and willing to work under pressure from time to time, with a flexible attitude to work		A/I
	Mental effort – Frequent requirement for intense concentration.		A/I
	Calm, confident and professional manner.		A/I
	A positive and friendly approach		A/I

Other Requirements	The role will require regular travel to multiple sites within the trust, travel across North London (for meetings) and infrequent travel to national events and meetings.		A/I
	Willingness to undertake training in phlebotomy.		A/I

Date: 23/05/2024
Prepared By: T Freeth