

Job Description

Job title:	Family Health Clinical Trials Coordinator - Maternity
Division:	Corporate
Band/Grade:	6
Reports to:	Maternity Team Leader
Accountable to:	Head of Nursing – R&I

About NUH

Every day, our teams at Nottingham University Hospitals NHS Trust (NUH) make a difference. We save lives, we improve lives, and we usher in new life. We are proud to play a central role in supporting the health and wellbeing of people in Nottingham, Nottinghamshire and our surrounding communities.

With more than 20,000 colleagues, we are the largest employer in Nottinghamshire and one of the biggest and busiest NHS Trusts in the country, serving more than 2.5m residents of Nottingham and Nottinghamshire and a further four million people across the East Midlands and beyond. Our Trust spans over three sites including Queen's Medical Centre (QMC), Nottingham City Hospital and Ropewalk House.

We provide a range of national and internationally renowned specialist services, and we are at the forefront of new surgical procedures and research programmes.

We are home to the East Midlands Major Trauma Centre, the Nottingham Children's Hospital and in partnership with the University of Nottingham we host a Biomedical Research Centre carrying out vital research into hearing, digestive diseases, respiratory, musculoskeletal disease, mental health and imaging.


As a teaching hospital, we are instrumental in the education and training of doctors, nurses and other healthcare professionals. We are proud of our strong relationships with universities across the East Midlands, including the University of Nottingham, Nottingham Trent University and Loughborough University.

Recent years have been challenging. Alongside our continued recovery from Covid, our maternity services are subject to an independent review, and we must do more to improve our culture. We have seen improvements in many areas already and continue to be more focused than ever on making sustained improvements across our services.

As one of the NHS Trusts identified in the New Hospital Programme, a programme of investment in NHS hospitals, we have extensive plans to improve our hospitals and the services we deliver for patients. As well as the redevelopment of the QMC and City Hospital, we are currently building a brand-new 70-bed NHS rehabilitation facility on the Stanford Hall Rehabilitation Estate near Loughborough which aims to transform rehabilitation provision in England.

We are also the current home of Channel 4's award-winning series *24 Hours in A&E*, which takes a look inside one of the country's busiest emergency departments at QMC and showcases the dedication, passion and skill of our teams.

This is an exciting time to join NUH and help support our future ambitions.



Our Vision and Strategic Priorities


Our Strategy to deliver outstanding health outcomes and staff experience



- Priority one: Quality patient care**
We will work together to deliver high-quality care for our patients, families, carers and communities.
- Priority two: Patient flow**
Patients will consistently receive timely care and there will be no avoidable delays.
- Priority three: Retention and recruitment**
We will become the employer of choice by creating an environment that supports the recruitment and retention of staff.
- Priority four: Culture and leadership**
We will create a culture where staff feel safe, supported and included, where individual differences and variety is valued and where everyone has equal access to the same opportunities.
- Priority five: Financial sustainability**
We will be financially secure, making best use of resources that contribute to a sustainable healthcare system.

Our Values and Behaviours

At Nottingham University Hospitals NHS Trust (NUH), we are committed to creating outstanding care and becoming an employer of choice. To achieve this, our values and behaviours serve as the guiding principles that shape our culture and define who we are. Our 4 values are:



- Kind** We are compassionate and caring to everyone
- Inclusive** Everyone is welcome here
- Ambitious** We continuously improve
- One Team** We achieve more when we do it together

Questions to ensure candidates meet with our values and behaviours are embedded into all our interviews. As such it would be highly recommended that candidates familiarise themselves with the detailed behavioural expectations in the 'The Way We Work Together at NUH' document found here; [2024 - New Values and Behaviours - guide to the way we work together 1.pdf](#)

Job summary

The Post holder will support the management and maintenance of the Family Health clinical trials portfolio coordination predominantly within the field of Maternity, but where applicable could support the wider Family Health research portfolio. This will include data management and administrative functions within designated research team(s) delivering information, tools and processes that support the effective management of the portfolio of research within the team(s).

The primary aims of the post are to:

- Facilitate the management of research feasibility assessments
- Ensure the efficient and timely initiation and delivery of clinical research
- Ensure the implementation, standardisation and optimisation of quality, financial and data systems
- Support divisional activity and performance reporting

The post holder will work with the Clinical Research Team Leader, and other senior managers to support the identification and delivery of quality improvement and other projects across the team as required.

Key job responsibilities

Research

- Act as a pivotal point of contact with internal and external stakeholders such as commercial study sponsors and representatives.
- Under the direction of the Clinical Research Team Leader be responsible for and participate in the administrative set up and ongoing administrative management of all clinical trials within the team.
- Implement and ensure maintenance of systems to track the status of the research portfolio to support monitoring of the delivery of projects and supporting any key business related decisions within a designated team.
- Responsible for ensuring clinical report forms and other data capture mechanisms are completed efficiently and effectively within agreed timeframes.
- Development of team reporting mechanisms to measure data capture/entry against agreed performance metrics.
- Development of actions plans to address any actual or potential deviations from agreed data capture metrics.
- Ensure team, divisional and national study targets are achieved within agreed timeframes
- Liaise with Trust departments regarding trial feasibility and resource requirements.
- In collaboration with the Clinical Research Team Leader work with internal and external sponsors and their representatives to ensure timely collection and management of trial related data.
- In conjunction with the Clinical Research Team Leader collate and provide relevant information relating to the capabilities of the assigned team in preparation for strategic partnership meetings.
- Oversee the archiving process for all clinical trials, ensuring adherence to the current Trust archiving guidelines.
- To support with clinical activities in line with own capabilities and within Trust policies.

Leadership

- To provide direct line management for junior staff including responsibility for recruitment, retention, disciplinary and grievance and all human resource related staffing issues as required
- Ensure the annual performance review and identification of developmental needs are conducted in accordance with Trust policy
- Support and contribute to the education and training needs of the research teams, ensuring the objectives of Research & Innovation and the Trust are reflected
- Contribute to the assessment and allocation of the workforce requirements to support the effective maintenance and management of the portfolio of research within the designated team
- Provide leadership within the team and act as a role model and resource for all team members
- Ensure all line reports are clear about what is expected and are working together in successful teams to achieve the Trust's vision
- Maintain own professional development and identify learning needs and opportunities
- Participate in Trust wide education programmes and study days, regional and national meetings and research seminars as appropriate

- Oversee induction training, support and mentoring for new post holders within the team
- Participate and lead on continued training and development of staff across the research division

Financial Management

- Support contract negotiation processes with trial sponsors under direction from the Clinical Research Team Leader, ensuring appropriate financial agreements are in place for each project for both commercial and non-commercial research studies
- Ensure the business processes and systems for financial management are implemented, such as service line reporting, invoicing, procurement, activity logs etc.
- Adopt responsive working practices in relation to any new financial processes/systems that require implementation
- Produce written activity and annual reports under the direction of the Clinical Research Team Leaders

Working Conditions

This role is will require flexibility to ensure the needs of the service are met.

General Duties (applicable to all roles within NUH)

All employees at Nottingham University Hospitals NHS Trust are expected to adhere to the following general duties, in addition to the key job responsibilities detailed in their job descriptions

Infection Control

- **All Staff:** To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.
- **All Senior/Clinical Managers:** Minimise infection risks and implement the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. Ensure that evidence-based practices are embedded into daily routines.

Safeguarding

- **Children, Young People and Vulnerable Adults:** Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Information Governance

- **Record Keeping:** All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy as well as other Health Records and Corporate Records Management policies.

Health and Safety

- **Personal Responsibility:** Take reasonable care to prevent injury to yourself and/or others who may be affected by your actions or omissions.
- **Policy Compliance:** To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.
- **Reporting Issues:** Report any health and safety shortcomings to your manager immediately.

- **Incident Reporting:** Report any accidents or dangerous incidents to your immediate manager & safety representative as early as possible and submit a completed accident/incident form.
- **Protective Equipment:** Ensure the use of protective clothing and equipment where provided.
- **Safety Concerns:** Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Governance

Participation: To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

Health and Wellbeing

- **Self-Care:** All NUH employees are expected to take reasonable steps to look after both their physical health and mental health. To support this, NUH offers a wide range of health and wellbeing activities and interventions. The full programme can be viewed at on the staff intranet.
- **Manager Support:** Line managers should encourage and support staff to look after their health and wellbeing, including the release of staff to attend health and wellbeing activities and appointments.

General Policies Procedures and Practices

- **Compliance:** To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

Job revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Service Review

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

Job description reviewed by:	Helen Navarra
Date:	17/10/2024

