Our People AT THEIR BEST

NHS
Torbay and South Devon
NHS Foundation Trust

Job description

Research Nurse/AHP

Compassionate Leadership
It starts with me

Job description

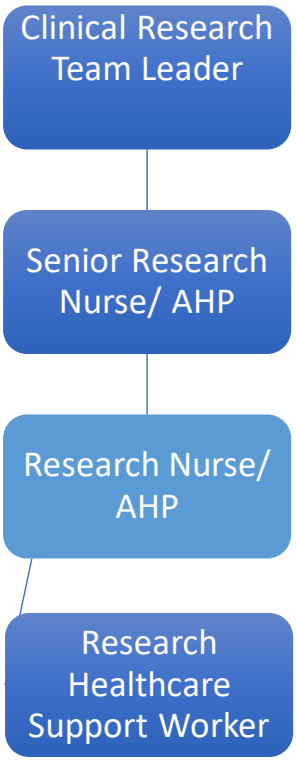
Job title	Research Nurse/AHP
Reports to	Senior Research Nurse/AHP
Department/ directorate	Research and Development
Band	Band 5
AfC reference	2023/027

Job overview

The Research Nurse / AHP works as part of the clinical research team to support the safe conduct of research in 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.

You will work with the research team to plan, implement, organise and manage concurrent research projects. S/he will develop networks with Multidisciplinary Teams across the Trust and other appropriate local and national agencies. S/he coordinates and manages the relevant study portfolio and delivers recruitment accrual in line with performance and monitoring objectives.

Be responsible for the implementation and monitoring of the clinical requirements associated with research to ensure optimum delivery of clinical trials. S/he ensures that all research procedures are conducted according to study protocols and is accountable for the recruitment, data collection and care of research participants with a focus on providing a quality experience.



Main duties of the job

- To act with professionalism and integrity, being a role model to those around us and ensuring everyone has an equal opportunity
- To provide a service that is tailored to meet the needs of the individual and to understand what our patients/customers need and be adaptable and responsive
- To provide a high-quality customer service which complies with relevant legislation and NHS Employment check standards
- To be honest and learn from mistakes, and help to create a “no-blame” culture were people feel able to share and learn from experiences together
- To work as part of a team demonstrating effective communication, and working collaboratively with colleagues inside and out of the department
- Acknowledge that you need to continually deliver greater value to customers
- Be honest about your biggest challenges and create a culture of curiosity and openness
- Make a deliberate effort to connect with strangers from different walks of life and invite them to share their ideas
- Be curious and creative about new possibilities, whilst identifying what works well and to do more of it
- Help to develop and foster a learning environment where feedback is welcomed and valued
- Responsibility for leading the safe implementation of clinical trials to enhance clinical care and improve the outcomes for patients

About your new team and department

The clinical research delivery team recruits' participants from across the organisation into commercial and non-commercial clinical trials and research. We work across the organisation, supporting research in a variety of clinical specialties and departments. We provide clinical research expertise from setting up studies with the clinical service through to informed consent, trial treatments and interventions and study follow-up. We use a range of clinical database systems to ensure high quality clinical data collection.

The team supports the safe conduct of research in in accordance with the Research Governance Framework and Good Clinical Practice guidelines and provides assurance that the rights, safety and well-being of trial participants are protected..

Detailed job description and responsibilities

Communication and working relationships
• Collaborate with other Trusts and organisations 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 • Facilitate and maintain effective communication within the research team and between the multidisciplinary clinical team • To liaise with the Principal Investigator/Research Teams, the Research Department, the clinical manager of their speciality, the multi-disciplinary team and all relevant specialist nurses • Develop and maintain channels of communication and working relationships with all staff and patients and their families across the Trust with regards to research • To facilitate effective communication between the research sponsor, the network and support departments involved in the research with the Trust • Undertake appropriate training and development to enhance communication and counselling skills • To maintain good relationships and communication channels with key personnel and research participants

Analytical and judgement

- Adopt and promote non-judgemental and anti-discriminatory nursing practices and patient interactions
- Assess and evaluate the progress of on-going clinical trials for which the post holder has responsibility, 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

Planning and organisation

- Coordinate and run study visits including off site visits whilst adhering to the lone worker policy

Physical skills

- Moving & manual handling skills

Patient and client care

- Be responsible for the care of research participants within the relevant sphere of practice and use opportunities to provide health promotion and patient education
- Use relevant clinical knowledge to screen and identify patients suitable for clinical research using inclusion and exclusion criteria and utilising NHS records, screening clinics, visiting wards and outpatients and using Trust IT systems and databases
- Act as a resource and role model for all aspects of Research Clinical Practice 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
- Demonstrate professional development and an in-depth knowledge of current clinical and research practice
- Provide on-going advice and information to patients and their carers/families regarding their participation in clinical research in order to facilitate effective informed consent
- Where appropriate receive and document written informed consent from research subjects
- Training and support for informed consent will be given
- Be responsible for the safe and accurate collection of research data through clinical procedures. Duties may include performing standard clinical observations (Blood Pressure, Heart Rate, Respiratory Rate, Temperature, Oxygen Saturations, Height and Weight), venepuncture/cannulation, urine sampling, spirometry, ECG, blood glucose monitoring and physical

assessments. Other assessments may include disease specific outcome measures, questionnaires, rated scales, qualitative interviewing as required by the protocol
- Ensure the safe administration of any treatments and drugs given within the context of a clinical trial
- Monitor treatment toxicity/side effects and initiate changes to treatment as required by the protocol. Escalate any concerns to the Principal Investigator or relevant physician
- Refer to other specialists as required to provide optimal care of the participant
- Contribute to the monitoring of clinical standards within the research team
- Treat all persons encountered during duties with respect and courtesy and maintain a standard of conduct which best represents the clinical trials team and the Trust
- Be responsible for the delivery of a clinical trial portfolio relevant to the specialty and across the wider team
- Work with other departments within the Trust to ensure that trial specific investigations and procedures are undertaken as required by the trial protocol, to establish eligibility and safety of patients within clinical trials

Policy and service development

- Contribute to the development and implementation of clinical and research policies, procedures and SOPs and adhere to Standard Operating Procedures (SOP's)
- To be familiar with and adhere to the organisational and departmental policies and procedures including confidentiality and data protection
- Adhere to all TSDFT policies and guidelines
- Ensure that the delivery of studies meet requirements with regards to the Department of Health's Research Governance Framework for Health & Social Care and the EU Clinical Trials Directive by implementing quality systems
- The post holder is expected to comply with Trust Infection Control Policies and always conduct him/herself 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

Finance, equipment and other resources

- Centrifuge, store, process, track and transport/ship samples in line with protocol requirements following training. Ordering dry ice
- Contribute to the accurate costing for clinical trials and appropriate negotiation of required financial support to deliver clinical trials
- Have an awareness of the income stream relevant to Clinical Trials and work within, local and Trust wide financial and budgetary guidelines
- Assist in accurate costings for clinical research activity during study set up. Utilise planning tools such as the intensity toolkit

- Assist in identifying resource implications for individual studies
- Ensure research equipment is maintained in an effective working and good clinical order

People management and training

- Provide relevant supervision and mentorship to members of staff and students
- Assist in the delivery of education and training regarding research for the wider Multidisciplinary Team and act as an ambassador for research
- Act as a supervisor to existing assistant practitioners, healthcare assistants, support workers, students and any new staff in the department
- Supervise junior staff and students as required
- Undertake clinical supervision
- Aim to recruit to the agreed monthly/annual target set by the NIHR and locally. Monitor recruitment internally and take early action or report any issues to address slow recruitment or failing studies
- Contribute to the Expression of Interest / Study Selection process for the relevant specialty
- Contribute to study set up, recruitment planning, study delivery and any training required
- Be responsible for promoting the appropriate referral and recruitment of patients to clinical research studies. Work with the clinical trials team and investigators to develop strategies to overcome barriers to recruitment and to solve other problems relating to specific studies

Information technology and administrative duties

- Ensure accurate written and electronic patient trial documentation is maintained using IT skills with electronic data capture systems to ensure relevant information is recorded in patients' medical notes or Case Report Forms (CRF) in a timely manner
- Collect data and transcribe into trial specific case report forms and medical notes in accordance with Good Clinical Practice and data protection policies
- Ensure clear, accurate and concise records are kept for research projects in accordance with all regulatory requirements including the Data Protection Act.
- Ensure that data is transcribed accurately where required and assist with the maintenance of the Trial Master File
- Respond to data queries generated by the study coordinating team within a timely manner
- Ensure the recording & reporting of adverse and serious adverse events that occur whilst the participant is in the clinical trial to the trial co-coordinator/Principal Investigator (PI) and R&D office in line with the study protocol, local policies and regulatory requirements

Research and development

- Manage research performance and study timelines of relevant studies
- Proactively seek feedback from participants and their families during their research involvement
- Co-operate with external and internal audit, data monitoring and quality assurance by working with R&D, sponsors, study monitors and external bodies
- Assist in study close and the preparation of results of research for presentation as posters, abstracts, papers or scientific presentations

Freedom to act

- Understand the clinical research team objectives and contribute to their achievement
- Take responsibility for own health, safety and security and promote the health, safety and security of the wider team
- Promote a blame free culture in reporting incidents and where appropriate support local investigation of incidents
- Take responsibility for own personal professional development
- Work as part of the multidisciplinary team and contribute to the ongoing development of the department
- Undertake all mandatory, study specific or other relevant training as required and take part in achievement reviews
- Work within the relevant professional code of conduct (if applicable) demonstrating accountability for own actions and awareness of own limitations
- Provide cover for other research nurses/ practitioners as required
- Participate in Good Clinical Practice (GCP) training
- Escalate on-going study performance issues to the Senior Research Nurse/AHP or Team Leader
- To take part in regular achievement reviews
- To undertake any training required to maintain competency including mandatory training, e.g. Manual Handling
- To contribute to and work within a safe working environment

Person specification

Job title	Research Nurse/AHP

Attributes	Essential	Desirable	How tested*
Qualifications and training	• Relevant Healthcare Degree • Registered Nurse or Healthcare Professional	• Research Training (e.g. GCP, degree module, informed consent)	A / I / T / C
Knowledge and experience	• Customer/Patient care experience • Previous experience and/or interest in clinical research • Experience of dealing with confidential information • Ability to communicate complex information to patients/carers and members of the MDT • Broad and relevant clinical experience relevant to the post requirements • Able to make independent decisions • Understand the significance of research and the use of validated results to improve practice • Understanding of data collection and data entry for clinical trials • Evidence of continual professional development • Skilled at clinical observations and venepuncture	• Venepuncture/Cannulation • ECG competency • Experience of Clinical Trials • Knowledge of Research Governance Framework and Good Clinical Practice Guidelines • Knowledge of clinical trials and research methodologies • Use of established databases for data entry • Proven record of meeting targets • Experience of clinical research within the NHS setting	
Specific skills	• Excellent communication skills • Excellent organisational skills • Pertinent clinical skills/observations to assess/plan/treat and evaluate patients	•	

	• Demonstrable computer literacy: • ECDL qualification or similar ability • Outlook email and calendars • Microsoft office: creating folders, editing Word documents • Uploading and downloading attachment files • Basic excel spreadsheets		
*Assessment will take with reference to the following information A = Application form I= Interview T= Test C=Certificate			

Physical effort	• A combination of sitting, standing and walking with frequent but light manual handling of inanimate loads
Mental effort	• Excellent attention to detail • Ability to work to deadlines • Methodical approach to work • Long periods of concentration, mental mathematical drug calculations • Periods of extended data input and IT requirements as part of trial management
Emotional effort	• Busy periods requiring good time management and organisational skills • Supporting patients/clients through investigations and treatments relating to clinical trials • Able to deal with sensitive issues
Working conditions	• Ability to work autonomously • Ability to work within a team and complement group dynamics • Ability to prioritise and organise own workload • High level of communication/interpersonal skills • Flexible and adaptable • Willingness to learn, instigate and develop efficient working systems • Willingness to undertake any necessary training and development to enhance work performance • Commitment to openness, honesty and integrity to undertake the role • Car driver • Willingness and ability to work across sites including the community if required