University Hospitals of Leicester NHS Trust

Job Description

Job Title:	Research Nurse
Band:	NHS Agenda for Change Band 6
Base:	You may be required to work in other designated locations of the Trust as well as your primary base. In particular, flexibility is required across the three main hospital sites (Leicester Royal Infirmary, Leicester General Hospital and Glenfield Hospital). If your initial location is one of these sites excess travel reimbursement would not apply for a permanent or temporary change of base.
Reports to:	Senior Research Nurse
Accountable to:	Chief Nurse

Find out more about working with us:
https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/

Job Summary	The appointee's main responsibilities will include providing senior skilled nursing care to ensure the safe and efficient running of research studies within the designated facility. This includes ensuring that research has full approval to proceed, screening and recruiting participants, collecting data and data entry. The appointee will also identify barriers to recruitment and assist in finding solutions to overcome these. To be responsible for the assessment of care needs and the development, implementation and evaluation of care, using agreed frameworks. To manage and participate in the co-ordination of research studies within the Trust and provide research skills and senior clinical care for patients undergoing investigations. The role requires the development and maintenance of clinical practice skills and competencies including venepuncture, cannulation, IV and oral drug administration, analysis of blood samples, vital signs measurements, Basic Life Support/ILS and other advanced skills as required for specific studies. The post holder will provide the highest standards of patient care in line with research protocols and will ensure that such research safeguards the well-being of the patients and is conducted within ICH Good Clinical Practice guidelines for research. To work alongside Principle Investigators and the research team to assist in the delivery of a high quality research service of clinical expertise, professional advice, support, guidance and education to the multi-professional team, patients and carers within the research service. The post-holder will ensure the highest standard of care is delivered to research subjects and, where relevant, to their families in partnership with all members of the multi professional and research teams. The appointee will also be required to process biological samples. The post holder should be adaptable, flexible and show initiative. In addition they need to show good communication skills, be able to liaise with all levels of staff, demonstrate good organisational skills and attention to detail, have good time management skills and be flexible as the working hours may not be fixed. **The post-holder will be allocated to a specific research clinical area. Travelling across UHL 3 sites (Leicester Royal Infirmary, Leicester General Hospital and Glenfield Hospital) will be required.** Opportunities to develop expertise in a variety of research specialties will be available. The post-holder may be required to work in other research areas across UHL if service needs arise. This post may involve shift patterns, including internal rotation onto night duty to ensure 24 hour cover (including bank holidays).

KEY WORKING RELATIONSHIPS

Clinicians

Physicians
Research Scientists
Research Space Senior Research Nurse Manager
CRF Manager / LRI Site Lead
Research Nurses / Research Officers / Research Assistants
Research Champions
Acute care wards and teams associated with these wards
Patients / Carers
Other Clinical/Research Groups
Support Services

KEY RESULT AREAS

KEY AREAS

1. Manages a personal caseload of clinical trials and patients independently with minimal supervision/mentoring from Principle Investigators/senior research nurses/team leaders.
2. To ensure relevant approvals are in place prior to commencing each trial.
3. To ensure all work is undertaken in line with the research protocol, ICH-GCP and Research Governance guidelines.
4. To act as one of the primary points of contact for clinical trials patients/ parents.
5. To educate other staff as to the responsibilities of the role and function of the research nurse and disseminate information on specific studies.
6. Observe patients and monitor treatment/toxicity side effects; escalating findings accordingly.
7. To maintain Professional Accountability for nursing research practice at all times
8. Identifies, screens and recruits patients for the clinical trial using agreed protocols in accordance with ICH-GCP and Research Governance
9. Provides education and support for patients in research trials
10. Work with the lead clinician to evaluate clinical trial proposals, identifying potential patient populations and evaluating cost implications of the trial.
11. Work with the R&I Co-ordinator to ensure all clinical trial documentation has appropriate ethical committee and Trust approval providing feedback to the lead clinician and research directorate.
12. Participate in set-up/initiation/monitoring visits, site audits and study close-down meetings carried out by sponsoring organisations and regulatory authorities.
13. Provide on-going audit reports as required by the trial protocols and Research & Innovation department/ethics committee.
14. Responsible for resolving data queries raised by sponsoring organisations.
15. Demonstrates commitment to the role of patient advocate for patients and families considering or participating in clinical trials.
16. To provide mentorship and supervision for other research professionals and staff within and outside the department.
17. Act as a resource for ward based nurses wishing to undertake research once competencies have been achieved.
18. Responsible for assisting with the completion of study costing templates along with assisting with invoicing and the recovery of income for commercial research as per

financial contract agreement.

19. Act as a role model for excellence in research.
20. Management and co-ordination of specified trials and take responsibility for :
    - Organisation of any necessary tests and investigations as detailed within the protocol.
    - Sample preparation (e.g. blood, urine, tissue and faecal samples): retrieval, centrifuging, pipetting, slide making and preparation for storage, liaising with the hospital and external laboratories when appropriate.
    - Undertaking high risk clinical duties (advanced therapies)
    - Maintaining logs of stored samples and freezer temperatures.
    - Maintaining adequate stock levels of sample kits.
    - Organising the logistical aspects of diagnostic specimens, packaging, and shipment, including handling of dry ice.
    - Organising and completing follow up assessments including toxicity, Quality of Life assessments and telephone assessments.
    - Resolving data queries raised by sponsoring organisations.
    - Archiving all study related material including patient's notes after study closure.
    - Reporting and submitting of Serious Adverse Events (SAEs) from this site within stipulated timeframes to sponsor organisations and the Research and Innovation Office.
    - Tracking Serious Unexpected Event reporting
    - Maintaining and updating study specific site files.
    - Notifying General Practitioners of their patient's involvement in a clinical trial.
    - As a new post holder, training will be provided for the key aspects of this role, and a period of induction identified, however, the post holder will be expected to take advantage of opportunities to upgrade their skills and to attend meetings and workshops to enhance their knowledge.

R&I DIRECTORATE

1. Identify personal educational needs associated with participation in current clinical trials and ensure these are effectively communicated to the Children's Research Manager. Participates in the development of an agreed personal development plan to meet identified needs.
2. Ensure safe standards of practice through identification of areas of risk associated with participation in clinical trials. Ensure clinical trial protocols and appropriate professional guidelines are adhered to.
3. Participate in the implementation of research practice standards.
4. Responsible for remaining adequately informed of clinical trials, R&I activity and the Trust by attendance at team brief and using other appropriate forms of communication.

OTHER:

Terms and conditions: NHS Agenda for Change Terms and Conditions apply. Any other particular conditions are listed here:

(Agenda for Change) Working Conditions:

Physical effort: Working both desk and clinically across a range of environments; some light lifting and movement of equipment (e.g. files) and travelling.

Mental effort: There will be occasional requirement to carry out formal trainee/student assessments and carry out calculations. Frequent requirement to carry out clinical care interventions, operate equipment, attend meetings, check documents.

In depth mental attention, combined with proactive engagement with the subject will be required when working in a clinical setting. Concentrating continuously for long periods is required when working at a desk. Work pattern can be unpredictable, and work is likely to be frequently interrupted to deal with queries.

Emotional effort: There will be occasional requirements to process news of highly distressing vents, directly giving unwelcome news to patients/parents, directly or indirectly caring for terminally ill or very unwell patients, and directly communicating life changing events.

The post holder may have to deal with complex research issues involving difficult conversations with patients, parents, clinicians, researchers, other R&I staff and will need to do this tactfully and tenaciously.

Working conditions: There will be occasional exposure to body fluids, contaminated equipment and work areas, dangerous chemicals and substances. The role will require use of a computer for prolonged periods on most days.

Safeguarding

University Hospitals of Leicester is committed to ensuring the safety and wellbeing of anyone subject to abuse or neglect. The Trust works in partnership with other agencies to promote the welfare of children and adults, and expects all staff to cooperate with partners in any safeguarding enquiry / investigation. As part of this

all staff are expected to act and report any cases where there is suspicion of abuse or neglect taking place, in accordance with local safeguarding policies and in accordance with UK law and values.

All staff are required to undertake safeguarding training in accordance to their roles and responsibilities, which will be outlined by your line manager on commencement of employment and then yearly through annual appraisal. Further information can be accessed via the Trust's safeguarding website or via the dedicated safeguarding teams.
Find out more about working with us:
https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at UHL NHS Trust are expected to comply with the general duties detailed below:

All employees are subject to the requirements of the Health & Safety at Work Act and prevailing Acts since. It is the post-holders responsibility to ensure they are familiar with all UHL Health and Safety related policies that apply to their workplace or work-practice. The post holder is required to ensure that as an employee, his or her work methods do not endanger other people or themselves.

All employees are subject to the requirements of the General Data Protection Law and must maintain strict confidentiality in respect of patient's and staff's records.

All employees must comply with the Trust's equality and diversity policies and must (in accordance with the Equality act 2010) advance equality of opportunity. Employees must not discriminate, harass or victimise against individuals or groups on the basis of their age, disability, gender reassignment, race, religion or belief, sexual orientation, sex, marriage and civil partnership, pregnancy or maternity, membership of a trade union, or any other grounds which cannot be shown to be justifiable.

This job description is not to be taken as an exhaustive list of duties and it may be reviewed in the light of changed service needs and development. Any changes will be fully discussed with the post holder. The post holder will be required to carry out the duties appropriate to the grade and scope of the post.

In order to ensure the Trust's ability to respond to changes in the needs of the service, after appropriate consultation and discussion with you (including consideration of personal circumstances current skills, abilities and career development) the Trust may make a change to your location, duties and responsibilities that are deemed reasonable in the circumstances.

Your normal place of work will be as discussed at interview and will be confirmed in Section 1 of your contract but you may be required to work in other locations of the Trust. In particular, flexibility is required across the three main Hospital sites (Leicester Royal Infirmary, Leicester General Hospital, Glenfield Hospital). If your initial location is based at one of these sites, excess travel reimbursement will not apply for a permanent/temporary change to base

The most up to date additional requirements will be added by the Recruitment Services Team and will include:

- Health Clearance for Healthcare Workers
- DBS Requirement

- Infection Prevention and Control
- Safeguarding Children and Vulnerable Adults
- Responsibilities for continuing professional education and personal development
- Electronic Rostering
- Fixed Term Posts (as appropriate)
- Recruitment of Ex-Offenders

The link to the Trust's policies and procedures is:
https://secure.library.leicestershospitals.nhs.uk/PAGL/SitePages/Home.aspx

Person Specification

Post: Research Nurse
Band: 6

Criteria	Essential	Desirable	Stage Measured at A – Application I – Interview T – Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's Values and Behaviours		I
Training & Qualifications	Experienced Adult nurse with current NMC Registration Evidence of on-going professional development Research Experience Willing to undertake any necessary training relevant to the post	Evidence of specialist training in clinical research and willingness to undertake additional specialist / academic training	A
Experience	Substantial post registration clinical experience Experience of clinical trial delivery	Experience in relevant clinical specialty Experience of the clinical care of patients enrolled in research studies	A, I
Communication and relationship skills	Proven verbal communication skills with different staff groups Ability to educate and support colleagues, patients and carers		A, I

Analytical and Judgement skills	Ability to assess, plan, deliver and evaluate patient care Ability to evaluate patient eligibility for entry into clinical trials against defined protocols Ability to problem solve Able to use initiative		A, I
Skills Skills (continued)	IT skills (MS Office, NHS systems) Ability to provide clear clinical leadership Willingness to undertake venous cannulation and/or venous sampling following training Competent to administer IV, IM, SC and oral medication Ability to work independently and/or as part of a team Understanding of research design and methodology Awareness of current national systems and structures for the	Competent to perform venous cannulation and/ or venous sampling Clinical skills including: ECG, venepuncture Knowledge of the clinical trial lifecycle, including experience of the set up and performance management of clinical research studies	A, I

	approval, management and monitoring of clinical research in the NHS		
Planning and Organisation	Ability to manage own clinical case load Ability to manage time effectively, prioritise work and to deliver results consistently to deadlines Demonstrates attention to detail		A, I
Equality, Diversity and Inclusion	Able to demonstrate a commitment and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs.		A, I
Other requirements specific to the role	Highly motivated Flexible approach to working, including ability to work on-call, weekends or evenings where appropriate Desire to develop knowledge Assertive and confident Demonstrates enthusiasm		I

	Professional manner		