NHS
Cambridgeshire and Peterborough
NHS Foundation Trust

Job Description

Job Title:	Clinical Research Nurse/Clinical Research Practitioner
Band:	6
Responsible to:	Windsor Research Unit Manager
Department:	Windsor Research Unit
Directorate:	OPAC

Our Values

	Behaviour	**How we will demonstrate this behaviour**
Professionalism	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
Respect	We will create positive relationships	By being kind, open and collaborative
Innovation	We are forward thinking, research focused and effective	By using evidence to shape the way we work
Dignity	We will treat you as an individual	By taking the time to hear, listen and understand
Empowerment	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

Job Purpose

This post is part of the growing team in research nurses and practitioners working for the Windsor Research Unit within CPFT. They will be responsible for the set up and day to day running of Dementia studies and clinical trials across Cambridge and Peterborough, primarily supporting studies of Professor John O'Brien's group.
The post holder will be coordinating patient care during research studies with responsibility for conducting clinical activities education and monitoring of study subjects through care pathways.

This is a 3-year fixed-term contract (37.5 hours per week).

Key Responsibilities

Clinical / Service Specific

1. To identify potential participants from CPFT and CUH clinical services, community services, university and NHS databases, specialist clinics, third sector organisations, schools and other access routes, for CRN portfolio studies and clinical trials.
2. To work with the clinical teams to map the patient pathway for specific trials, performing cognitive assessments, psychological assessments, ECGs, physical examination and phlebotomy and associated processing.
3. To undertake all aspects of the study protocol and research pathway, including obtaining informed consent, performing all assessments and cognitive testing and aspects of physical examination, and arranging and undertaking follow-ups.
4. To take and process blood samples required and ensure safe and appropriate storage of specimens.
5. To assist with other relevant investigations (including brain imaging and lumbar punctures) and process samples as required.
6. To maintain accurate patient records and ensure all relevant information is documented within the patients' medical notes and study source documentation.
7. To support carers through the study process, ensuring those involved are well informed.
8. To assist in the development and review of policies and standards for the safe use and maintenance of equipment required by the Unit for study procedures.
9. To facilitate delivery of the study procedures in line with the study protocol and ensure that all travel arrangements, hotels etc. are organised for study participants in advance of their arrival.
10. Maintain professional knowledge of subject area, including up to date knowledge of all relevant legislation, to ensure that all activities are carried out to the highest standard an in accordance with Trust policies, procedures and guidelines.

Research & Service Evaluation

1. To provide ongoing support, advice and information to patients/volunteers regarding their participation in clinical research in order to obtain effective informed consent. Liaise with patients, relatives and carers on all aspects of research activity.
2. To deliver and promote clinical trials and other research studies within the trust.
3. To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
4. To attend study meetings and other relevant meetings and events.
5. To work collaboratively with other colleagues to ensure all studies are delivered on time and target and are delivered in accordance with the requirements of the study protocol.
6. To safely administer all treatments and medications within the context of a clinical trial
7. To be responsible for accurate and timely completion of case report forms (CRF's). Accurate and timely completion of all study-related activities, electronically and/or in paper format.

8. To contribute to identification, management, and reduction of risk. To monitor treatment toxicity/side effects and ensure appropriate clinical response as required by the protocol.
9. Contribute to the development of clinical and research policies, Standard Operating Procedures. To record and report adverse events that occur whilst the patient is in the clinical trial to the relevant personnel and act as required by the protocol. To immediately report, using the appropriate procedures, Serious Adverse Events (SAEs) and Suspected Unexpected Serious Adverse Reactions (SUSARs).
10. Maintain records and documentation of the studies, supporting good clinical governance, using standard databases and/or spreadsheets to regularly update Investigators, sponsors, R&D.
11. Ensure data management, quality and security according to guidelines and GCP.
12. To undertake an active role in the ethical requirements, including research ethics submission.
13. To ensure that all proposed research projects carried out in the department are registered and reviewed by the Trust R&D Department and Research Ethics Committee (REC) prior to commencement, and that updates and amendments are reported in a timely fashion.
14. To be able to critically read a research protocol, understand the methodology and its practical application within pragmatic local requirements for the studies.
15. To use expert knowledge to assess appropriateness of research design and methodology and possess an understanding of the analytical process.
16. To provide advice and support to other members of the multidisciplinary team with an in-depth knowledge of ICH GCP and R&D and REC registration and approval in relation to project development, implementation, completion and dissemination.

Training & Development

- To participate in regular supervision in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.
- To ensure compliance with ICH GCP guidelines.

Quality & Patient Safety

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.

- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

General

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

Equality & Diversity

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

Person Specification

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Department:	Windsor Research Unit

Criteria	**Essential**	**Desirable**
Education / Qualifications	• Registered Nurse or Degree in psychology/health and social care field	• Nursing Degree, Nursing Diploma • ICH GCP Training
Experience	• Experience of working in a healthcare setting. • Experience of working with people with mental health conditions and dementia.	• Experience of collaborating with other agencies. • Experience of recruiting to research studies including clinical trials in a healthcare setting
Skills & Abilities	• Skilled in performing holistic clinical assessments. • Methodical in approach and able to work under pressure. • Good leadership and interpersonal skills. • Effective decision-making and problem-solving ability • Ability to meet tight deadlines. • Ability to work under own initiative. • Ability to work well within a multi-disciplinary team environment • Good organisational and time management skills • Good presentation skills.	• Understanding of the needs and capabilities of people with dementia, neurodegenerative disorders and mental health conditions • Phlebotomy • ECG recording • Ability to engage and recruit patients into clinical trials. • Experience in performing cognitive assessments • Able to format reports and presentations • Experience of performing Mental Capacity assessments • Knowledge of recent NHS legislation and

	• Good working knowledge of Mental Capacity Act • Knowledge of the legislation relating to information governance, confidentiality requirements and data protection. • Evidence of relevant up to date continuous personal, professional and academic development. • Basic IT skills including MS Word, Excel and PowerPoint • Knowledge and understanding of clinical supervision and own professional accountability.	recommendations in research • Experience in conducting supervision and appraisals
Knowledge & Understanding	• Dedicated to high quality patient care • Emotional maturity/ range of life experience • Flexibility and reliability • Energy/drive, enthusiasm and tenacity • Patient, non-judgmental, respectful and compassionate	
Other	• Good standards of written and verbal communication • Ability to travel independently (many research visits will take place in patients' homes or off site) and attend conferences / training away from home.	

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.