JOB DESCRIPTION

TITLE: Clinical Research Nurse/Midwife

SPECIALITY: Research and Innovation

LOCATION: Stoke Mandeville Hospital

HOURS: 22.5 hours per week

GRADE: Band 6

RESPONSIBLE TO: Lead Research Nurse/Midwife

ACCOUNTABLE TO: Lead Research Nurse/Midwife

Main purpose of the post:

Clinical Research is essential for improving patient care and finding new treatments. The research nurse, midwife and practitioner are at the heart of this process: acting as the patient advocate, maintaining patient safety, and ensuring the patient is supported throughout the research study.

The role is varied, interesting, dynamic and often challenging and requires a wide range of clinical skills and experience. The research nurse co-ordinates the day to day management of the research portfolio, requiring a flexible, adaptable approach with good communication and organisational skills.

The post holder will work within the Buckinghamshire Healthcare NHS Trust Research and Innovation team, promoting the entry of patients into research with supervision and within agreed competencies. The purpose of the post is to raise awareness of clinical trials, increase the number of patients recruited into trials and to provide information and support for those involved in research projects.

Central to this role is the recruitment, education and monitoring of the patient entering a clinical trial. The maintenance of accurate and comprehensive records is an essential aspect of this post. The post holder will work closely with acute clinical nursing teams, multi-disciplinary teams and external organisations.

Furthermore, the post-holder will be expected to work alongside the local research networks to provide best care to our patient groups. A crucial aspect of this unique role will be to work within the regional direct delivery/transformational team facilitating delivery of trials to a greater population throughout the region. The post-holder will actively promote research amongst clinicians, service users and the wider NHS.

MAIN DUTIES AND RESPONSIBILITIES:

Clinical

- Manage and implement clinical trial protocols
- Act as Principal Investigator on appropriate studies
- Attend multidisciplinary team meetings regularly to aid identification of appropriate participants to adopted studies. To present research protocols to multi-disciplinary groups to encourage participation.
- Screen and recruit patients to clinical trials using the trial eligibility criteria according to specific protocols and guidelines and facilitate valid informed consent process.
- Request investigations according to the trial protocol
- Provide verbal and written information and support research participants and their carers for the duration of their involvement in the research project and facilitate completion of questionnaires, as necessary.
- Manage telephone queries from patients, relatives and carers. Refer queries to other members of the multidisciplinary team as required.
- Perform phlebotomy and manage collection and handling of biological specimens as per trial protocol.
- Carry out and/or provide support for assessments and follow-up according to scope of practice.
- Identify areas of low patient recruitment and facilitate breaking down the barriers to improve performance.
- To work according to ICH- Good Clinical Practice, Research Governance Frameworks, SOPs and Trust guidelines.
- Act as the patient's advocate during the complex decision-making process involved in considering participation in trials. Enable patients to articulate reasons for trial participation or refusal.
- Communicate effectively and with sensitivity, and recognise difficult circumstances that require clear, supportive and empathetic conduct.
- Pharmacovigilance and management of trial prescription/medication in line with trial protocol, pharmacy guidelines and skills competency.

Research Administration

- Understand International, national and local policies and legislation relating to clinical trials.
- Manage external inspections (e.g. MHRA), internal audits and monitoring visits.
- Extract clinical data from patients' medical records and transfer data into the trial case report forms. Document trial visits and update patient records appropriately.
- Assist in accurate and complete data collection, updating and maintenance of databases, computerised systems and site files.

- Take responsibility for filling and safe storage of clinical trials data sheets and for sending to clinical trials units as appropriate.
- Manage research projects through the approval process to end of study and archiving, obtaining relevant essential documentation.
- Manage and facilitate clinical trials, by establishing and maintaining channels of communication amongst staff and departments to ensure policies and protocols are understood and adhered to.
- Support study feasibility process.

Communication

- Be responsible for the provision and receipt of complex, sensitive information related to patients, relatives and members of the multidisciplinary team.
- Communicate effectively and efficiently with patients, relatives and all members of the multidisciplinary team regarding research studies.
- Build MDT relationships to enhance collaborative ways of working towards successful trial delivery.
- Be aware of team support structure and how to access it.
- Support R&I in communicating research results with participants.

Leadership & Management

- Behave consistently within the values and beliefs of the organisation and promote these on day to day basis.
- Act as a role model to colleagues, always seeking to maintain the highest standards of professionalism and integrity.
- Provide leadership by line managing staff as delegated by the Lead Research Nurse.
- Maintain clinical expertise in clinical Research to support the MDTs in screening and recruiting patients into clinical trials.
- Provide leadership for research teams regarding research and clinical trials
- Participate in training and support to nurses/midwives and practitioners new to the relevant clinical area.
- Disseminate research by preparing and presenting posters/research papers for patient groups, meetings, conferences and publications. Also circulate trial information and carry out presentations locally.
- Support R&I Senior staff in the implementation of trust policies and procedures and the implementation of research governance and GCP.
- Facilitate the development and implementation of research initiatives in liaison with other R&I staff by piloting new systems and processes.
- Comply with research skills competency requirements and trust mandatory training needs.

ORGANISATION CHART

Research Delivery Manager

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Lead Research Nurse/Midwife

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Clinical Research Nurse/Midwife (This Post)

ADDITIONAL INFORMATION

Trust Values

ADDITIONAL INFORMATION

Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 1998, the Confidentiality: NHS Code of Practice and Trust policy on confidentiality and Data Protection are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to

predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,

ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Records Management: NHS Code of Practice and Trust policy. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete travel expense using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.