Research Midwife
Research & Development

JOB DESCRIPTION

NHS
Chelsea and Westminster Hospital
NHS Foundation Trust

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Welcome

Chelsea and Westminster Hospital NHS Foundation Trust is proud to be one of the top performing and safest trusts in England.

We have two main acute hospital sites—Chelsea and Westminster Hospital and West Middlesex University Hospital, plus our award-winning clinics across North West London and beyond.

- We employ over 7,000 staff and 500 volunteers
- We treat someone in A&E every 90 seconds
- We deliver a baby every 50 minutes
- We operate on a patient every 16 minutes
- We do 50 imaging procedures each hour
- We serve a diverse population of 1.5 million from the beginning to the end of life

Our values

Our PROUD values demonstrate to staff, patients and the public the standards of care and experience they should expect from our services:

- **P**utting patients first
- **R**esponsive to patients and staff
- **O**pen and honest
- **U**nfailingly kind
- **D**etermined to develop

Job summary

Job title Research Midwife

Band	6
Division	Research & Development
Responsible to	Senior Research Midwife
Accountable to	Lead Research Nurse
Type of contract	Fixed Term- 18 months
Hours per week	37.5
Location	West Mid Site

The aim of the role of the Band 6 Research Midwife is to enhance the overall delivery of clinical research within the Trust by providing support to the existing research team, by assisting with clinical and administrative activities related to clinical trials, from initiation to termination, in accordance with ICH Good Clinical Practice guidelines.

The post holder will assist with the set-up, maintenance, and close down of clinical studies, in accordance with local, national and international legislation within various clinical areas. The post will entail assessing patients' suitability, ensuring informed consent is obtained; coordinating the logistics for patient visits and undertaking patient assessments in accordance with study protocol. All data will be recorded, including adverse and serious adverse events, in accordance with ICH-GCP. It will be the post holder's responsibility to ensure studies are delivered in line with agreed targets.

The post holder will also be expected to ensure that all research safeguards the psychological and physical well-being of the patient in conjunction with the multidisciplinary team, to facilitate high standards of care. The post holder will work across the three clinical divisions of the Trust, in a variety of areas dependent on demand.

Key working relationships

- Colleagues in the clinical team.
- Clinical and academic researchers employed within the Trust and other local academic and NHS partners
- Trust R&D Department
- Trust staff and departments with responsibility for supporting clinical research
- Trust Senior Managers and Clinical Directors
- NIHR UK CRN Coordinating Centre and affiliations
- Research regulatory bodies (e.g. research ethics, MHRA)
- Research funders and sponsors

Roles and responsibilities

Clinical Trial Management (CTIMPs and Non-CTIMPs)

- Obtain informed consent from participants for non-CTIMP studies (i.e. observational and questionnaire) as instructed by Principal Investigator (PI) and within parameters of the protocol.
- Support participants considering taking part in interventional and observational research with the decision-making process, ensuring that their information needs are met sensitively and that they have a full understanding of the research study and its requirements.

- To ensure all Adverse Events are reported in line with the Trust Adverse Events Reporting policy
- Ensuring all reporting to regulatory bodies and Research Networks (if applicable) is done in a timely manner.
- Facilitate and maintain (written and verbal) communication between the PI, research and clinical teams in ensuring that the study protocol is correctly implemented and research governance standards are met and maintained.
- Ensuring that all equipment used in the trial is appropriately calibrated and that supporting documentation is retained.
- Perform all visits, observations, and clinical procedures such as monitoring vital signs, body measurements, height and weight, ECGs, venipuncture, cannulation, drug administration with the participants in accordance with the procedures and schedule of the study protocol.
- Undertake laboratory work as per study protocols, including processing, packaging, storing and transportation of samples.
- Provide ongoing support to patients and volunteers with regards to their trial participation.
- Ensure that all clinical trial databases and logs are maintained including updating patient recruitment data on EDGE, our Local Performance Management System, on a weekly basis.
- Ensure protocol amendments are incorporated into research practice in a timely manner.
- Work within the scope of research guidelines, ethical principles and protocols, whilst adhering to organisational policies and procedures.
- Adhere to the confidentiality of patient information at all times, in accordance with the Data Protection Act and Caldicott regulations.

General Clinical Duties

- Lead on assessing planning and implementing high quality care, and evaluating care options for patients in the clinical area, in line with the Trust values and objectives.
- Lead on complex clinical care for patients within their area.
- Ensure the safe custody, maintenance and administration of medication, in accordance with established Trust policy.
- Promote and maintain a safe therapeutic environment for patients, their families and staff, according to national and local Infection Control guidelines, Health & Safety legislation and Trust policies and objectives.
- Provide sound evidence based clinical advice as required to staff and patients.

- Maintain a good understanding and implementation of clinical escalation procedures as required.
- Understand the Trust clinical governance framework, and participate in the promoting and safeguarding of high standards of care, through effective risk management & governance, and adherence to the Trust values.
- Ensure that the team promote, ensure and adhere to the Trust safeguarding polices.
- Undertake effective multi professionally work with colleagues to deliver care.
- Coordinate specialist functions, including making clinical decisions where appropriate.
- Monitor quality of standards of care, in line with CQC requirements and Trust and Divisional objectives.
- Deliver and supervise a high quality patient experience.
- Work with manager to collect and disseminate data on quality indicators etc, in line with national and Trust objectives.
- Maintain a safe working environment, including ensuring equipment is safe, and used in line with Trust policy and values.
- Promote and maintain patient safety at all times, including proactively implementing falls prevention.
- Lead role in the detection, management and prevention of safeguarding issues.
- Have an awareness of current professional and clinical developments within their area of practice and promote this to others.

Clinical Trial Set Up (CTIMPs and Non-CTIMPs)

- Contribute to the assessment of trial protocols and safety, regulatory and logistical issues in the running of the trial.
- Contribute to trial feasibility meetings.
- Liaise with the R&D Governance Team to ensure all studies have been given Health Research Authority approval and Capacity and Capability confirmation prior to commencement.
- Liaise with NIHR Clinical Research Network personnel in identifying trials in the pipeline.
- Liaise with the NIHR Clinical Research Network throughout studies and facilitate the lines of communication between the Trust / R&D and the NIHR CRN.
- Demonstrate and apply knowledge of the financial issues relating to the undertaking of clinical research.
- Be expected to assist in detailed costing of studies to ensure all costs related to the study are identified prior to Trust approval being given.

- Be expected to identify any blockages to study set up and work with PI and R&D to identify strategies to mitigate them.
- Ensure compilation and maintenance of all site files, in accordance with ICH-GCP.
- Support junior research staff in preparing for and attending Site Initiation Visits.
- Study Close off
    - Ensure all data clarification issues are resolved quickly.
    - Assist with the archiving of study related documentation in line with the Trial Agreement and ICH-GCP.

Administrative Duties

The Research Midwife will provide support for administrative elements of research studies such as:

- Oversee the setting up and maintenance of investigator site files and working files.
- Completing Case Report Forms (CRFs) including eCRFs with a high degree of accuracy.
- Setting up and maintaining study trackers.
- Managing and auditing of study amendments.
- Locating and tracking of medical records.
- Managing and participating in audit/monitoring visits.
- Overseeing filing of research material such as laboratory and imaging reporting.
- Completing annual monitoring study reports.

Resource Management

The Research Midwife must be responsible for:

- Handling of patient valuables and the reimbursement of patient expenses incurred as a result of study participation.
- Shared responsibility for the safe use, maintenance and storage of computers, photocopiers and other office equipment.
- Contributing to effective stock control/maintenance.
- Managing the physical resources required to undertake research activity including monitoring that resources are fit for purpose, for example: within manufactures' date and / or calibrated and that they are used accurately.
- Promoting an informal as well as formal process with regard to risk management to ensure that risk assessment is a continuous process and is embedded as part of the normal daily role for all staff.

Education and Development Duties

The Research Midwife must be responsible for:

- Attending induction training
- Attending mandatory training and ensuring updates are undertaken as required
- Attending research specific training (such as GCP).
- Attending and contribution to team meetings and learning sessions such as scenario based learning.
- Maintaining research training log.
- Updating research CV.
- Developing research related knowledge in relation to research governance, International Conference of Harmonisation – Good Clinical Practice and the EU clinical trials directive.
- Identifying own learning needs and proactively seek clinical educational opportunities through the clinical area, R&D and NIHR Clinical Research Network as appropriate.
- Developing skills in accordance with RCN 'Competency Framework for Research Nurses' appropriate to the Band 6 role.
- Maintaining own professional registration, if appropriate, through effective use of CPD opportunities.
- Ensuring own appraisal is always up to date and objectives are met as required.
- Contributing to the education and development of junior and senior research assistants, in addition to student nurses and midwives on research placements.
- Contributing to the knowledge and development of other staff by ensuring that clinical and research staff is made fully aware of local research opportunities, active studies, requirements for recruitment, protocol requirements, responsibilities of clinical and research staff, and governance requirements.
- Assisting with delivery of trust wide teaching/training including GCP, research workshops and delivering departmental research updates and presentations.
- Supporting, encouraging and developing nurse led research where appropriate.
- Supporting Lead Research Nurse and Delivery Manager in organising and delivering relevant updates at Senior Nurse and Midwife Committee meetings and CNS forum.

Management and Leadership

The Research Midwife must be responsible for:

- Managing a group of patients and studies, in line with level of experience.

- Supervising, under the direction of the Senior Nurse and Lead Research Nurse and Delivery Manager the work of research assistants and unqualified staff.
- Demonstrating effective time management and prioritization of own workload.
- Taking an active role in the induction and orientation of new/temporary staff.
- Demonstrating leadership and teaching skills in the supervision development and feedback of junior staff.
- Demonstrating procedures and supervise junior staff and students in the practice of new skills.
- Taking a proactive role in embedding research within the clinical and non-clinical directorate.

Communication

The Research Midwife must be responsible for:

- Knowing and utilising Trust values in all working relationships to patients, carers and staff.
- Ensuring communication is used effectively in the interests of patient care, including the use of clinical incident reporting if necessary.
- Communicate with Lead Research Associate and Delivery Manager / other Research Nurse Teams / R&D / NIHR Clinical Research Network lead regarding research subjects, trial progress, workload issues and personal development.
- Leading on research events such as patient/public campaigns.
- Contributing to team meetings.
- Demonstrating politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations and recognising individuality and rights for each patient in line with Trust values.
- Working cohesively with all members of the RN team and clinical teams in ensuring that the very best services to patients are provided at all times.
- Working effectively within a multi-racial and cultural environment.

Quality Improvement / Clinical Governance

The Research Midwife should assist or participate in departmental and Trust initiatives or audits, related to Quality Improvement / Clinical Governance.

This job description is not an exhaustive list of duties and may be subject to change in consultation with the post holder.

The Trust has a statutory duty to involve service users, carers and the public in the work of the organisation. We consider that Patient and public involvement is the responsibility of every individual working for our Trust. All staff has a responsibility to listen to the views of the patients and to contribute to service improvements based on patient feedback. You will be expected to support the Trust in this aim through your working practice.

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

Person specification

Job title **Research Midwife**
Band 6
Division Research & Development

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

E = essential
D = desirable

Trust values

Putting patients first	**E**
Responsive to patients and staff	**E**
Open and honest	**E**
Unfailingly kind	**E**
Determined to develop	**E**

Education and qualifications

Registered Midwife	E
Post registration qualification relevant to area of specialty	E
or equivalent experience	E
Teaching / mentorship qualification	E
First degree (BSc/BA)	E
Master's degree or working towards	D
Diploma in Higher Education	D
Registered Nurse (Adult or child as appropriate)	D

Experience

Relevant post reg. experience at Band 5 level	E
Wide variety of practical clinical experience, preferably both ward and clinic based.	E
Experience of teaching and supporting learners / new staff etc.	D
Some experience of working on or supporting clinical trials	**D**
Experience of clinical supervision and leadership	D

Skills and knowledge

Proven clinical knowledge linked to area of specialty, and excellence in care delivery	E
Proven knowledge of safety issues through clinical governance and risk management	E
Proven supervisory and deputising skills in clinical area	E
Excellent communication skills with patients, relatives, staff and external contacts, including in challenging situations, demonstrating respect and kindness.	E
Knowledge of current challenging and issues in nursing	E
Ability / experience of managing change personally and as a facilitator	D
Knowledge of budgets	D
Experience of data collection for quality monitoring / audit	D
Experience of risk management / assessment	D

Personal qualities

Effective role model, demonstrating values of safety, respect kindness and excellence	E
Enthusiastic and motivated	E
Effective team member	E
Self-starter and able to work on own initiative	E
Able to remain calm under pressure	E
Able to act as a patient's advocate	E
Approachable, respectful, supportive adaptable, and assertive	E
Professional and impartial at all times	E

Notes

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