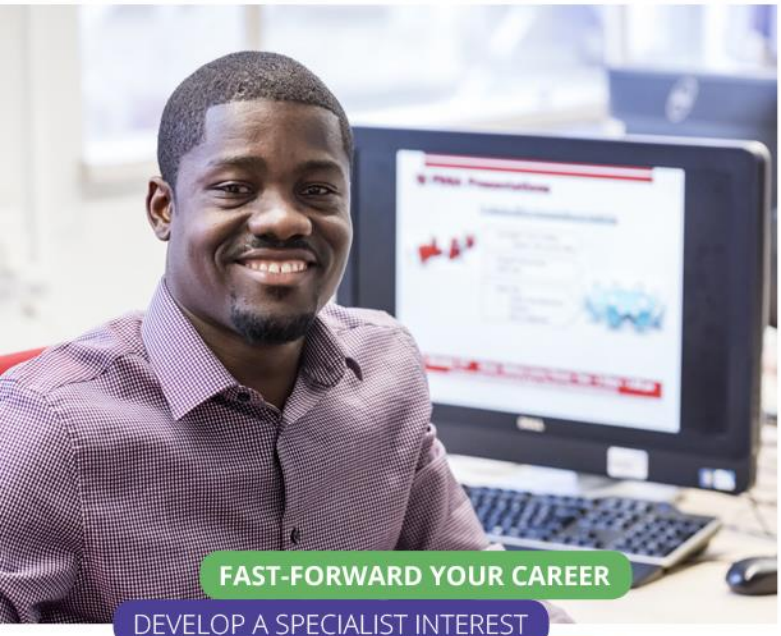
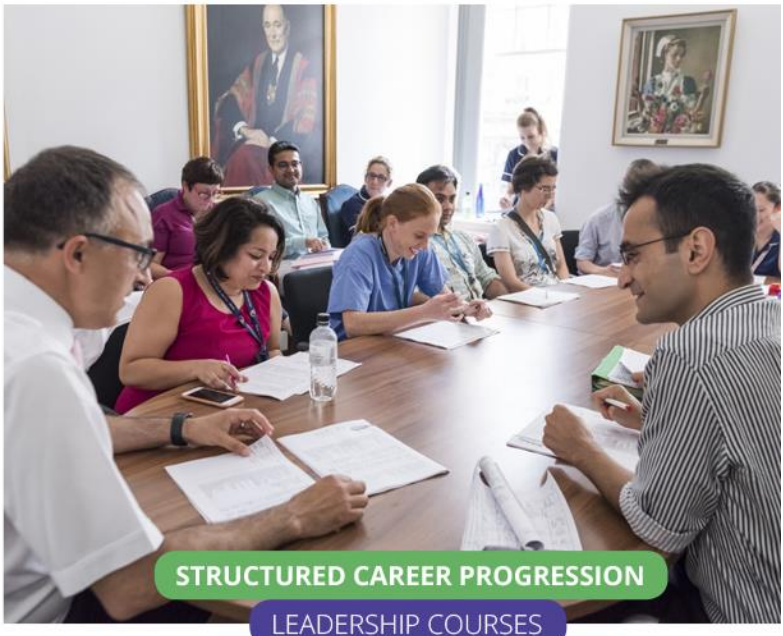
imperial.nhs.uk/careers

NHS
Imperial College Healthcare
NHS Trust

Recruitment information pack





disability confident
COMMITTED

WHO WE ARE

Join Imperial College Healthcare and become part of a community of 12,000 staff working with a wide range of partners to offer 'better heath, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focussed on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind**: we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative**: We actively seek others' views and ideas so we can achieve more together
- **Expert**: We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational**: We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

OUR HOSPITALS

Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

Charing Cross Hospital, Hammersmith.
Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for

neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

Hammersmith Hospital, Acton
Hammersmith Hospital is a specialist hospital renowned for its strong research connections. and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

Queen Charlotte's & Chelsea Hospital, Acton
Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

St Mary's Hospital, Paddington
St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

Western Eye
The Western Eye hospital has been an established eye hospital for well over a century, and has an enviable reputation for leading-edge treatment. The team provide world-class, sub-specialty expertise in every eye condition from cataracts and glaucoma to diabetic retinopathy and children's eye problems. We also have an ophthalmic emergency department. WEH attracts patients from both the UK and abroad. The nursing and multi-disciplinary team at WEH have specialist expertise covering every part of the eye, thus ensuring highly specialized, targeted management is provided to patients.

WHY JOIN US?

Reach your potential through outstanding learning and development opportunities

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

Experience the rich heritage of hospitals that have made history

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

Draw on huge expertise as part of a strong international community

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our

expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious Shelford Group – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

Feel supported by a positive culture

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our Make a Difference recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

Conduct research here

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

Access brilliant benefits and enjoy a new social life

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

JOB DESCRIPTION

Job Title	Senior Research Nurse
Band	Band 6
Directorate/ Department	Clinical Research – Ophthalmology
Division	Division of Surgery, Cancer & Cardiovascular Sciences
Location of work	Imperial College Ophthalmology Research Unit (ICORG) at Western Eye Hospital, Marylebone
Hours	37.5 hours/week
Reports to	Lead Research Practitioner and Business Manager - ICORG
Accountable to	Lead Nurse for Research Delivery Workforce / Director of ICORG

1. Job purpose

The Senior Research Nurse has a key role in the delivery of the operational aspects of research trials. They will provide expertise to ensure the timely delivery of the growing portfolio of studies undertaken within the ICORG unit while ensuring the needs of patient care are at the centre of delivery.

The post holder supports the aims of the Trust to improve the speed, quality, and integration of research into clinical care, through the successful delivery of clinical research in the NHS. Preferable, the post holder will be a recognised expert in one or more ophthalmic specialities and in the field of clinical research, providing advice, care and support to patients entering clinical trials. He/she will take responsibility for the planning, development and implementation of the ophthalmology clinical research portfolio that reflects the patient population, the work and interests of the local clinical teams.

You will provide expert support to colleagues and staff through the research study process, from grant application, to feasibility, to clinical pathways, to study delivery. You will work collaboratively with the wider multidisciplinary team and act as a professional role model, providing clinical care and teaching to staff researchers, research participants and patients. Under the overall direction of the Research Manager and the Director of the ICORG unit, you will be responsible for the development and management of a large portfolio of studies, requiring you to develop strong and effective working relationships across speciality areas, divisions and organisations.

2. Key stakeholders

- Unit director and manager
- Divisional Research Managers/Deputy Research Managers and Set Up Teams
- Lead Research Nurse
- Team Leaders
- Research nurses/practitioners, associates, data managers and clinical trials assistants
- Medical personnel
- Other Clinical Staff within Division and the Trust
- Ward clerks and administrators within the Division
- Multidisciplinary research teams/groups
- Study sponsors, monitors and Clinical Trial Units' staff
- Imperial Clinical Trials Unit staff
- Trust departments including labs, imaging, pharmacy
- Imperial College research and administrative staff
- Clinical Research Network: North West London

3. Key areas of responsibility

- Clinical & Research
- Administrative
- Education and Training

4. General Responsibilities

1. Clinical & Research

- To facilitate efficient, safe, high quality care and support for patients participating in research.

- Demonstrates high level clinical, technical and research skills through breadth and depth of knowledge.

- To contribute to the site management of clinical research studies.

- To demonstrate sound knowledge of the life cycle of a research project from inception to study close out and performing all clinical protocol related tasks independently to include

  -accurate data capture in nursing and medical notes

  -accurate transfer of source data to case report form

  -monitoring of toxicity

  -recording and reporting of adverse events

  -accurate procedure for blood collecting for pharmacokinetics studies

- To autonomously work with the clinical team to identify and recruit patients suitable for entry into clinical trials having understanding of the clinical patient pathway.

- To ensure safe planning and care of patients according to the clinical trials protocol.

- To ensure Good Clinical Practice and research governance standards for clinical research are adhered to and maintained to protect the wellbeing of the research participant.

- To recognise and act on concerns raised if research deviates from the study protocol or the study design conflicts with legal requirements.

- To facilitate the informed consent process ensuring the following is accounted for:
  -The potential research participant fully understands the nature of the clinical trial
  -The potential research participant is aware that entry in to the trial is voluntary and they can withdraw at any point
  -The potential research participant is aware of any additional procedures required by the clinical trial
  -Supports potential participant through the consent process
  -The consent form is completed accurately and filed as required
  -Demonstrates sound understanding of the need to identify issues, which may affect the process of gaining informed consent, planning and resolving these issues

- To be proficient in the requirements of data collection, data entry, data queries and safe data storage and to provide advice and support to junior staff.

- To supply data as required to sponsor, principle investigator and research teams.

- To identify barriers to recruitment and implement agreed action plans as required.

- To act as a knowledgeable resource in clinical practice and research, promoting an active and effective research culture.

- To manage your own caseload of clinical research study participants working collaboratively with the wider multidisciplinary teams.

- To support frameworks for research delivery including recruitment to time and target and recruitment of first patient within 30 days of NHS permission.

- To use specialised knowledge to take lead of the clinical research area in the absence of the principle investigator and team leader.

- To ensure research study specific investigations are undertaken as required by the research protocol, e.g. requisition and organisation of any necessary investigations.

- To be proficient in proactively recording and reporting serious adverse events that may occur to the patient and ensuring processes are in place to capture such events.

- To be competent in performing clinical tasks required of the protocol, such as vital signs, ECG's and others.

- To safely collect, store and transfer biological samples for patients in accordance to study protocol.

- To delegate tasks and activities to a range of team members in relation to patient care as required.

- To ensure correct procedures are undertaken for the prescription and administration of treatments that are given in the context of the clinical trial as required.

- To be competent or willing to be trained in phlebotomy as dictated by the protocol requirements.

- To co-ordinate audits and monitoring visits carried out by pharmaceutical industry regulatory authorities, the MHRA, non-commercial sector research sponsors and Trust R&D staff. Ensuring case report forms and patient notes are prepared in advance.

- To provide on-going information and support to research participants.

- In act as a primary contact point for the clinical research study participant.

- To be able to respond to patients/carers telephone calls (who may at times be distressed) tactfully and empathetically. To reassure patients/carers regarding arrangements made.

2. Administration

- To be a key player in the feasibility process of new studies in your clinical area.

- At all times to work with a high attention to detail and ensure study data is recorded clearly and accurately on paper and electronic data capture systems.

- To assist in the process of gaining local permission for research studies.

- To support the line manager/research teams in accurate costing of studies being aware of excess treatment costs and invoicing.

- To ensure study records and trial files are maintained and kept up-to-date.

- To be a key resource in developing and updating Standard Operating Procedures within your department.

- To ensure clinical study amendments are processed according to local policy.

- To ensure all clinical study documentation is presented accurately with localised headings and correct version numbers.

- To ensure the effective maintenance of study site files.

- To ensure the clinical research recruitment records are accurately maintained and research staff are informed of the progress in accordance with trust policy.

- To ensure that clinical studies are effectively archived as required.

3. Education and Training

- To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times.

- Ensure continued and effective registration with the NMC as appropriate.
- To actively work with service teams and the public in raising the awareness of research.
- To undertake and maintain clinical and research competencies as assessed by line manager.
- To ensure all staff under your line management have annual personal and professional development review according to local policy as required.
- To ensure you are compliant with trust PDR process to support personal and professional development.
- To lead in the education and support of health care professionals to enable them to care for research participants.
- To maintain effective communication and working relationships with all internal and external research members.
- To maintain your own personal and professional development keeping updated with current practice.
- To maintain an awareness of changes within the health service and the implications of these for clinical research.
- To support the induction, training and development of junior and new recruited research staff in giving both informal and formal training.
- To attend Clinical Research Network events to remain informed of the wider partner organisational working.
- To attend team, local and national meetings as appropriate.
- To attend local training; Working with and within the Clinical Research Network, Good Clinical Practice, Informed Consent, Next Steps, Let's Talk Trials.
- To be aware of local trusts policies and procedures and maintain mandatory statutory training.
- Deputise for the team leader as required.
- Attend trial investigator meetings and conferences as appropriate when required.

4. General Responsibilities

- To ensure that trust wide standards are maintained and monitored to improve the quality of care to all those who come in contact with the service provided by Imperial College Healthcare NHS Trust.
- To maintain patient/participant confidentiality at all times.

- To ensure that the views of consumers are effectively sought, channelled and acted upon, including the efficient actioning of the complaints procedure in accordance with the Trust policy in conjunction with the Department Manager.

5. Scope and Purpose of Job Description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

PERSON SPECIFICATION

Directorate/ Department	Job Title	Band
Clinical Research	Senior Research Nurse	6

Criteria Relevant to the Role	Essential	Desirable
Education/ Qualifications	- Health professional registration or first degree in life sciences	
Experience	- Relevant clinical experience within Ophthalmology - Relevant experience within clinical research - Knowledge of National Institute of Health Research (NIHR), its values, aims and structure - Experience of working within NHS environment and with service users - Experience in managing complex information	- Experience of supervision of junior staff

	- Proven participation in the consent process for patients entering clinical trials - Competent in storing and retrieving electronic data	
Skills/Knowledge/ Abilities	- Evidence of Leadership skills - Proven teaching and assessing skills - Proven ability to function as an autonomous practitioner - Ability to apply current research to practice - In-depth knowledge of clinical research methodology and trial protocols and to communicate this to professionals and lay persons - Ability to use own initiative - Proven ability to manage difficult situations effectively - Proven ability to prioritise and meet deadlines - Confident and articulate - Methodical approach to attention to detail - Flexible attitude to work - Ability to work sensitively with patients - Demonstrable ability to communicate complex information to a wide range of audiences and through a variety if mediums with confidence, empathy and enthusiasm	

	- Proven ability to educate and support clinical staff in clinical trial methodology - Excellent cross disciplinary communication skills to facilitate collaborative working relationships and interpersonal skills	
Values and Behaviours	- Demonstrable ability to meet Trust values - Always puts patients first - Takes pride in their work and team - Supports learning and development of self and others - Respects, values and cares for others	
Other Requirements	- Ability to carry out the duties of the post with or without adaptations - Willingness to work across sites in NW London as required - Proven record of punctuality - Proven Professional appearance and conduct	

Additional information

1. Health and safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

2. Medical Examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

3. Equal Opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

4. Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

5. Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: https://www.gov.uk/government/organisations/disclosure-and-barring-service. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

6. Professional Registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

7. Work Visa/ Permits/Leave to Remain

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

8. Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

9. Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Flu vaccination – the Trust's expectation is that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust. Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

10. No Smoking

The Trust operates a smoke free policy.

11. Professional Association/Trade Union Membership

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.