Clinical Research Nurse Band 6 - Job Description and Person Specification

Thank you for considering a role at Cambridge University Hospitals NHS Foundation Trust, which includes Addenbrooke's and the Rosie Hospitals.

About Us

The Trust is one of the largest and busiest hospitals in the country and is a leading clinical and academic centre with a national and international reputation for excellence. Recognised as providing 'outstanding' care to our patients and rated 'Good' overall by the Care Quality Commissioner, is testament to the skill and dedication of the people who work here. It is their teamwork, energy, commitment and imagination that make us one of the best hospitals in the UK.

Our Values

The Trust's philosophy is to keep the patient at the heart of everything we do and we expect staff to uphold our values of ***Together - Safe, Kind, Excellent*** at all times. The Trust's Values and Behaviour Standard is attached to this job description; it provides more information about the type of behaviour we expect and love to see, and those we do not want to see. In considering whether to apply for the post you should consider whether you understand and feel able to live our Values.

Supporting you to be the best you can be

The Trust is committed to bringing the best out of its employees. We want everyone who works here to enjoy job satisfaction and feel proud to be an employee of the Trust. Each pay band has a set of Performance Standards which explains the level of competency and standard of delivery required to perform the role, you can download the performance standard for this post with the application pack. The Trust is committed to providing on-going feedback, development and an annual appraisal discussion.

Your Health and Well-Being

As a world leading healthcare organisation, CUH is a champion of good health and is committed to providing a smoke free campus to protect its staff, patients and visitors. Smoking is not permitted on the CUH campus and all employees must comply with the requirements of the CUH No Smoking Policy and support the processes and practices in place in relation to patients and visitors.

Your health and well-being are important to us. If you have any concerns about a health condition or disability that you have please read the Job Description and Person Specification carefully to ensure that you would not be putting yourself at risk.

We offer an extensive staff benefits package, including, childcare, flexible-working schemes and the NHS pension scheme along with a range of facilities that includes on- site sport and leisure facilities. Do visit our website for more information about working at CUH and living in Cambridge: **Working for us**

Submitting your application

Please read this job description thoroughly before submitting your application. As well as meeting the essential requirements of the person specification, be sure that you can demonstrate commitment to our Values, teamwork, reliable attendance, dedication and the ability to show compassion, care and respect to our patients, visitors and colleagues.

We recommend that you download the 'Information for Applicants - Completing your application' document which provides further details about how to complete each section of your application form and further information about the application process.

Job title:	Clinical Research Nurse
Band:	6
Hours of work:	Full time 37.5 hours per week
Location:	Department of renal medicine
To whom professionally accountable:	Divisional lead nurse
To whom responsible:	Dr Rona Smith / Dr Nick Pritchard
Job summary:	This is a 6 month fixed term post (ideal for a secondment). The post-holder will largely work on the SIMPLIFIED and PHOSPHATE clinical trials. These are NIHR HTA funded studies recruiting patients on dialysis. The post holder will provide support for other trials, academic and commercial, conducted within the renal department. This will provide the post holder with good experience of clinical trial research in renal medicine. Working closely with a multidisciplinary team, and in accordance to Good Clinical Practice, HTA regulations, research governance and EU Clinical Trials legislation, the key responsibilities are: • Assisting in identification of eligible study and clinical trial participants • provision of information and support for patients/participants • recruitment and informed consent • patient treatment, including administration of study drugs, and follow-up • co-ordination of study/trial sample collection, processing and storage • data collection and entry according to specific clinical trial protocols The majority of study patients will be recruited from the Cambridge dialysis unit. However, some patients may be recruited

	from Hinchingbrooke and West Suffolk dialysis units, and the post holder would be expected to provide study support for the satellite units will be offered.

Key duties and responsibilities:

Clinical

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- Provide participants with specialist information regarding their participation, including risk factors.
- Provide a high standard and continuity of care for participants during the research study, maintaining lines of communication with clinical staff.
- Act as a resource to participants, their families and staff from within the clinical area, providing information and support; and to act as an effective referral to other support agencies where necessary.
- Achieve and maintain defined 'competencies' for clinical research to ensure that capability, skill and knowledge are appropriate for the work undertaken.
- Work within dedicated clinical research teams; ensure ethical and clinical safe practice.
- Undertake, with appropriate training, interventional treatments directly to participants according to study/trial protocol and procedures and record the resulting information.
- Take and process clinical samples (e.g. venepuncture/cannulation) for studies; co-ordinate sample collection and dispatch to relevant department or trial centre as appropriate.
- Maintain clinical skills as appropriate (may require additional training which will be given) e.g. phlebotomy, vital sign assessment, patient compliance, ECGs.
- Attend relevant clinical departments to assist with recruitment, to monitor the progress, and to collect data of participants involved in the study/trials.
- Work at all times as part of the extended multidisciplinary team and maintain excellent links with staff regarding the protocol care required for study/clinical trial participants.
- Retrieve and retain medical records of participants for trial duration.

Research

- Conduct research according to standards and regulations laid down in ICH Good Clinical Practice and EU Directives, and to the most current guidance relating to Research Governance and Research Ethics.
- Co-ordinate and manage research within expected timelines.
- Work within and contribute towards the development and review of Standard Operating Procedures (SOPs) and local policies/procedures for clinical research.
- Work to specific laboratory-based protocols to process/analyse biological samples collected as part of the clinical study/trial, as required.
- Understand the requirements of the study protocol and adhere to them
- Identify suitable participants eligible for the study/clinical trial, in conjunction with the site investigator; identify, screen and recruit research participants using detailed knowledge of the protocols for the designated site specific groups.
- Prepare patient/participant documentation for trial visits with meticulous attention to detail and complete accurate records of patient care, maintaining source data and CRFs in a clearly trackable system, to ensure data validity.
- Report Serious Adverse Events (SAEs) and Suspected Unexpected Serious Adverse Reactions (SUSARs) immediately using the appropriate procedures.
- Provide ongoing support, advice and information to patients/participants with regard to their participation in clinical research in order to facilitate an effective informed consent process.
- Take informed consent where appropriate; maintain the continuous informed consent of participants to ensure that the procedures and treatments agreed within the trial protocol are fulfilled.
- Co-ordinate own case load of participants within the allocated trials, e.g. organising trial-specific investigations, study treatments, admissions, appointments etc. as necessary.

- Meet with trial sponsors as necessary, providing information requested on trial participants.
- Ensure that ethical issues are addressed for studies and all personnel involved in the study/trial are made aware of any changes or protocol amendments.
- Collect accurate local data and deliver to clinical trial centres in a timely manner adhering at all times to the terms of the Data Protection Act
- Record own observations and those of other healthcare professionals, in the trial database, with accuracy.
- Participate in CRF completion, safety reporting, protocol compliance, monitoring and auditing of clinical trials.
- Attend relevant local, regional and national meetings related to specific trials.
- Assist with the resolution of data queries, contribute to financial processes of planning, running and closedown of studies.
- Contribute to study closure and archival preparation
- Contribute to team research projects
- Assist with the dissemination of research findings.

Communication

- Liaise closely with the Principal Investigator/Research Team, the Senior Clinical trials coordinator, R&D Department, clinical manager of the speciality and all relevant specialist nurses, providing necessary research related information as required.
- Liaise with members of the departments at the investigator site who are involved in the conduct of specific trial procedures, such as pharmacy, biochemistry and diagnostic units.
- Liaise with the clinical trial personnel from the research sponsors regarding ethical, organisational, managerial, monitoring and financial aspects of the trial.
- Communicate effectively with research participants on all aspects of clinical research.

Education

- Develop and sustain own knowledge, clinical skills and professional awareness in clinical research and maintain a Personal Development Portfolio (PDP)
- Act as a knowledge resource, helping to meet the educational needs of staff, regarding individual research projects and the research submission pathway.
- Advise staff and researchers on data collection, data entry and safe date storage
- Represent the clinical area by undertaking local presentations and teaching, including travel to investigator meetings where required.
- Update, develop and maintain theoretical and clinical skills and knowledge of the relevant clinical speciality/disease process.
- Maintain a working knowledge of relevant current treatments and national clinical trials offered to patients both locally and nationally; and awareness of future developments and technologies in specialist treatments as necessary.

Management

- Manage and organise own workload within study/clinical trial requirements.
- Ensure that all proposed research projects carried out in the department are registered and authorised by the Trust Research Department and Research Ethics Committee (REC) prior to commencement.
- Undertake the practical organisation and management of trial participants and the administration of information.
- Ensure that updates and amendments are reported in a timely fashion.
- Prepare for and facilitate audit by the Trust Research Department and/or Regulatory Authorities for GCP compliance.

Professional

- Accept personal accountability for own practice as a Registered Nurse/Research Practitioner and work at all times within the Nursing & Midwifery (NMC) Code of Conduct or according to relevant professional guidelines as appropriate.
- Identify own professional development needs through active participation in the Trust Appraisals & Development Review process (ADR)
- Adhere at all times to Trust policies and procedures
- Keep up-to-date with the changes in nursing in order to improve patient care as appropriate.
- Promote innovation in care by demonstrating research/evidence-based practice

General Compliance:

1. To comply with all Trust Policies and Procedures, with particular regard to

   - Risk Management
   - Confidentiality
   - Equal Opportunities
   - Health & Safety
   - Data Quality
   - No Smoking
   - Information Governance
   - Freedom of Information
   - Being Open: a duty to be candid

2. All staff have a responsibility to comply with the current infection prevention and control policies, procedures and standards and ensure they have received training on infection prevention and control issues including hand hygiene and received refresher training appropriate to the job role. All staff should practice and encourage appropriate hand hygiene and act professionally to ensure the hospital environment is clean, safe and tidy.

3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.

4. To follow all the Trust Security policies and procedures and be vigilant to ensure the safety and secure environment for care.

5. All staff that have access to or transfers any data are responsible for those data, it must be kept secure and they must comply with the requirements of the Data Protection Act 2018 and the General Data Protection EU Directive (GDPR). All data must be kept in line with the Trust's policies and procedures. Data includes all types of data i.e. patient, employee, financial, electronic, hard copies of printed data or handwritten data etc.

6. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.

7. The Trust is committed to carefully screening all staff who work with children and vulnerable adults. If this applies to this post, the appointment will be subject to a satisfactory Disclosure and Barring Service disclosure (formerly the CRB disclosure) of the appropriate Level.

8. All staff will receive training on Child Protection -Safeguarding Children Policies and Procedures as part of Induction and receive refresher training appropriate to the job role; this will equip the post holder with the knowledge of what you will need to do if you have concerns about the welfare of a child/young person under aged 18.

9. Participate in an annual Appraisal and Development Review meeting and ensure you are meeting the Trust's Performance Standard for the post.

10. CUH is a smoke free campus. All employees must comply with the requirements of the No Smoking Policy and support the processes and practices in place in relation to patients and visitors

11. To uphold the Trust Values and Behaviours standard.

12. Perform any other duties that may be required from time to time.

Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.

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Our Trust values and behaviours

Values	Behaviours	Love to see	Expect to see	Don't want to see
Safe I never walk past, I always speak up	Safety	Shares lessons learned to help others to improve safety.	Always follows agreed safety and wellbeing procedures. Learns from mistakes and asks for help if they need it.	Shows a lack of focus on safety and wellbeing in their day-to-day work.
	Raising concerns	Encourages others to raise concerns about safety or attitude.	Speaks up every time standards on safety, care or dignity are not met. Welcomes feedback.	Keeps concerns to themselves, and rejects feedback about their own behaviour.
	Communication	Seeks ways to enhance understanding of information being communicated to meet people's needs.	Keeps people informed and gives clear explanations in ways people can understand.	Doesn't give people the information they need. Uses jargon inappropriately.
	Teamwork	Encourage others to contribute and demonstrates better ways of working within and across teams.	Works as part of a team. Co-operates and communicates with colleagues. Values other people's views.	Excludes others and works in isolation.
	Reassuringly professional	Is constantly aware that what they say and do affects how safe other people feel.	Is calm, patient and puts people at ease. Takes pride in their own appearance and our environment.	Passes on their negativity/stress. Is critical of other teams or colleagues in front of others. Displays unprofessional appearance.
Kind I always take care of the people around me	Welcoming	Goes out of their way to make people feel welcome.	Is polite, friendly, makes eye contact, smiles where appropriate and introduces themselves. 'Hello my name is…'	Ignores or avoids people. Is rude or abrupt, appears unapproachable/ moody.
	Respectful	Applies a broader understanding of the diverse needs of patients/ colleagues. Supports others to be themselves.	Treats everyone as an equal and valued individual. Acts to protect people's dignity.	Ignores people's feelings or pain. Makes people feel bullied, belittled or judged.
	Helpful	Thinks about the needs of others. Goes the 'extra mile' for other people.	Is attentive and compassionate, helps people who need help, or finds someone who can. Never walks by.	Makes people feel like a burden: 'It's not my patient / job / problem'.
	Listen	Makes time to listen to people even when busy.	Listens to people in an attentive and responsive manner.	Disinterested, dismissive or talks over people.
	Appreciate	Goes out of their way to make people feel valued for their efforts and achievements.	Encourages people's efforts. Notices when people live up to our values, says thank you.	Doesn't notice or appreciate people's efforts.
Excellent I'm always looking for a better way	Aiming high	Their positive attitude inspires others to achieve the highest levels of quality.	Always aims to achieve the best results.	Accepts mediocrity or moans without looking for solutions.
	Improving	Helps others to find creative solutions to problems and shares good practice.	Suggests ideas for better ways of doing things and looks for opportunities to learn.	Resists change: 'we've always done it this way'.
	Responsible	Shows enthusiasm and energy to achieve excellent results.	Takes responsibility and has a positive attitude.	Avoids responsibility. Blames or criticises others.
	Timely	Always respects the value of other people's time.	Is on time, efficient, organised and tidy. Apologises and explains if people are kept waiting.	Misses deadlines or keeps people waiting, without explanation/apology.
	Makes connections	Helps others to understand how services connect.	Thinks beyond their own job and team to make things easier for people.	Focuses on their own department needs to the detriment of the people they serve.

Together-Safe | Kind | Excellent

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Post Title: Research Nurse Band: 6 Department: Renal medicine

How evidenced: **A** = Application Form **I** = Interview **T =** Test

Factors	Essential Criteria	How Evidenced	Desirable Criteria	How Evidenced
1 Qualifications	1. RGN Adult or RM with current NMC registration	A, I	1. Post registration qualification in clinical research 2. Post registration qualification in renal medicine ore related field of nursing.	All A, I

2 Experience	1. Substantial experience of working with patients and their carers within clinical areas 2. Experience in a relevant field within the NHS 3. Experience of working within multi-disciplinary teams	All A, I	1. Post registration experience at Band 5 or above in an acute clinical setting 2. Experience of dialysis and/or experience of working in a clinical research environment 3. Experience of working with clinical and academic research teams 4. Laboratory experience (including working with human biological samples)	All A, I

3 Knowledge	1. Demonstrable knowledge of clinical research infrastructure in the UK; and of Research Government legislation & regulations 2. Demonstrable knowledge of the role of the clinical research nurse; understanding the issues/process of gaining informed consent 3. Basic knowledge of research methods	All A, I	1. Evidence of continuing professional development 2. Understanding of the requirements of ICH Good Clinical Practice; possess current GCP Certificate 3. Understand the structure, role & functions of RECs and R&D departments 4. Working knowledge of clinical trials relevant to renal or cardiovascular medicine	All A, I

4 Skills	1. Good written and spoken English 2. Ability to work independently but also able to operate effectively within multi-disciplinary teams and across professional disciplines 3. Excellent interpersonal and communication skills: ability to develop good working relationships with diverse study participants, healthcare professionals and external agencies 4. Able to support participants through the informed consent process 5. Good organisational, time & project management skills: and able to plan, prioritise & co-ordinate work under pressure 6. Numerate with good IT skills; competent in standard PC packages (Windows, Microsoft Excel, Microsoft Word) 7. Proven administrative skills with attention to detail	All A, I	1. Cannulation and venepuncture 2. Competent in research/database PC packages	All A, I

5 Additional Requirements	1. Able to work flexible hours with occasional evenings (e.g. for study recruitment) 2. Willingness to travel regionally and very occasionally nationally to attend investigator meetings. 3. The ability to understand and behave at all times, towards patients, visitors and colleagues according to the Trust values of ***kind***, ***safe*** and ***excellent.*** **The following hazards are associated with this job role:** - Direct contact with patients in a clinical environment - Regular contact with patients who are immunosuppressed - Contact with human biological samples	All A, I	1. Desire to develop research career. 2. Able to travel as required for the role to travel to satellite dialysis units.	All A, I

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Information for Applicants - Terms and Conditions of Employment

This information is a summary of the main terms and conditions for pay, annual leave, hours and pension that is governed by the NHS Terms and Conditions of Service Handbook.

Pay

The advertisement provided the information about the pay band for this role. All pay bands have a minimum and maximum point with opportunity for progression to the next pay step point when a minimum length of service has been reached. This is subject to meeting expected levels of performance. For more information about Agenda for Change Pay please visit: http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/agenda-for-change-pay

New entrants to the NHS will normally commence on the minimum point of the pay band. Only in exceptional circumstances where the employee has considerable relevant experience to the post can a higher starting salary be considered. If a current NHS employee applies for a post at a higher band they move onto the higher band receiving a promotional increase in accordance with NHS Terms and Conditions. Current NHS employees transferring on the same pay band retain the same salary.

Pay Progression

Employees will receive progression to the next pay step point (where available) subject to meeting expected performance and compliance requirements. If you are an existing NHS employee applying for a role on the same band, progression will be awarded in accordance with the Trust's current ADR and Pay Progression policy. If you are new to the Trust or are applying for a promotion, progression will be awarded in accordance with the new national framework agreement.

Hours

Full time is 37.5 hours per week and is in accordance with the working patterns/rota patterns within the ward/department. These may be changed from time to time depending upon patient / service needs. If the post you have applied for is part time, the salary will be calculated pro rata to 37.5 hours. If you are required to work nights/weekends/public holidays you will receive the appropriate unsocial hour's enhancements.

Annual Leave Entitlement

This is dependent on complete years of NHS service.

Years NHS service	Annual leave entitlement per year
0-5 years completed NHS service	**202.5 hours** (based on 27 days x 7.5 hrs per day) plus public holidays (pro rata for part time)
5-10 years completed NHS service	**217.5 hours** (based on 29 days x 7.5 hrs per day) plus public holidays (pro rata for part time)
Over 10 years completed NHS service	**247.5 hours** (based on 33 days x 7.5 hrs per day) plus public holidays (pro rata for part time)

Pension

Employees are automatically enrolled onto the NHS Pension Scheme upon commencement. There is both an employer and an employee financial contribution to the pension scheme, with the employee contribution ranging from 5% to 14.5% depending upon your salary. New employees will receive a detailed information pack on commencement. For further information about the scheme and how to opt out following commencement, please visit www.nhsbsa.nhs.uk